



TASK ORDER (TO)

47QFCA18F0026

Tactical and Remote C5I Edge Systems (TARCES)

in support of:

**Naval Air Warfare Center Aircraft Division
(NAWCAD), Special Communications Mission
Solutions (SCMS) Division AD-4.11.4 and Non-
NAVAIR Organizations**

**Issued to:
Smartronix, Inc.
44150 Smartronix Way
Hollywood, MD 20636
Contract # GS00Q09BGD0050**

Conducted under Federal Acquisition Regulation (FAR) 16.505

**Issued by:
The Federal Systems Integration and Management Center (FEDSIM)
1800 F Street, NW (QF0B)
Washington, D.C. 20405**

January 2019

FEDSIM Project Number 2017044NA

Task Order 47QFCA18F0026
Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 GENERAL

The work shall be performed in accordance with all Sections of this Task Order (TO) and the contractor's Basic Contract, under which the resulting TO will be placed. An acronym listing to support this Task Order Request (TOR) is included in **Section J, Attachment GG**.

B.2 CONTRACT ACCESS FEE (CAF)

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a CAF. For GSA-issued TOs, the CAF shall be (b) (4) percent of the total TO value with a cap of \$100,000 per year per order (when order is in excess of \$13.3M per order year). This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO Award (TOA).

B.3 ORDER TYPES

The contractor shall perform the effort required by this TO using the following contract types:

- a. Cost-Plus-Award-Fee (CPAF) basis for CLINs 0001a, 0001b, 1001a, 1001b, 2001a, 2001b, 3001a, 3001b, 4001a and 4001b.
- b. Cost-Reimbursable Not-to-Exceed (NTE) basis for CLINs 0002a, 0002b, 1002a, 1002b, 2002a, 2002b, 3002a, 3002b, 4002a, 4002b, 0003a, 0003b, 1003a, 1003b, 2003a, 2003b, 3003a, 3003b, 4003a, 4003b, 0004a, 0004b, 1004a, 1004a, 2004a, 2004b, 3004a, 3004b, 4004a, 4004b, 0005, 1005, 2005, 3005, 4005, 0006, 1006, 2006, 3006, 4006.

The work shall be performed in accordance with all Sections of this TO and the offeror's Basic Contract, under which the resulting TO will be placed.

B.4 SERVICES AND PRICES/COSTS

Long-distance travel is defined as travel over 50 miles from Contractor's duty station. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
CPAF	Cost-Plus-Award-Fee
G&A	General and Administrative
M&H	Material and Handling
NSP	Not Separately Priced
NTE	Not-to-Exceed
ODC	Other Direct Cost

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.1 BASE PERIOD:

MANDATORY

LABOR CLINS NAVAIR AND NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total Price
0001a	Labor (Tasks 1-13)	(b) (4)		
0001b	Labor (Non-NAVAIR) (Tasks 1-13)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINS NAVAIR AND NON-NAVAIR

CLIN	Description		Total NTE Price
0002a	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
0002b	Long-Distance Travel Including Indirect Handling Rate (Non-NAVAIR) (b) (4)	NTE	
0003a	Tools Including Indirect Handling Rate (b) (4)	NTE	
0003b	Tools (b) (4) Including Indirect Handling Rate (b) (4) (Non-NAVAIR) (b) (4)	NTE	
0004a	ODCs Including Indirect Handling Rate (b) (4)	NTE	
0004b	ODCs Including Indirect Handling Rate (Non-NAVAIR) (b) (4)	NTE	

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
0005	Contract Access Fee	NTE	(b) (4)

CONTRACTOR MANPOWER REPORTING

CLIN	Description	Total Cost
0006	Accounting for Contractor Manpower Reporting	NSP

TOTAL CEILING BASE PERIOD FOR NAVAIR CLINS:

(b) (4)

TOTAL CEILING BASE PERIOD FOR

NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:

(b) (4)

CONTRACT ACCESS FEE

(b) (4)

TOTAL CEILING BASE PERIOD ALL CLINS

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.2 FIRST OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR AND NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total CPAF
1001a	Labor (Tasks 1-13)	(b) (4)		
1001b	Labor (Non-NAVAIR) (Tasks 1-13)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINS NAVAIR AND NON-NAVAIR

CLIN	Description		Total NTE Price
1002a	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
1002b	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	
1003a	Tools Including Indirect Handling Rate (b) (4)	NTE	
1003b	Tools Including Indirect Handling Rate (b) (4)	NTE	
1004a	ODCs Including Indirect Handling Rate (b) (4)	NTE	
1004b	ODCs Including Indirect Handling Rate (b) (4)	NTE	

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
1005	Contract Access Fee	NTE	(b) (4)

CONTRACTOR MANPOWER REPORTING

CLIN	Description	Total Cost
1006	Accounting for Contractor Manpower Reporting	NSP

TOTAL CEILING FIRST OPTION PERIOD FOR NAVAIR CLINS: (b) (4)

TOTAL CEILING FIRST OPTION PERIOD FOR

NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:

CONTRACT ACCESS FEE

TOTAL CEILING FIRST OPTION PERIOD ALL CLINS:

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.3 SECOND OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR AND NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total CPAF
2001a	Labor (Tasks 1-13)	(b) (4)	(b) (4)	(b) (4)
2001b	Labor (Tasks 1-13)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NAVAIR AND NON-NAVAIR

CLIN	Description		Total NTE Price
2002a	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
2002b	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	
2003a	Tools Including Indirect Handling Rate (b) (4)	NTE	
2003b	Tools Including Indirect Handling Rate (b) (4)	NTE	
2004a	ODCs Including Indirect Handling Rate (b) (4)	NTE	
2004b	ODCs Including Indirect Handling Rate	NTE	

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
2005	Contract Access Fee	NTE	(b) (4)

CONTRACTOR MANPOWER REPORTING

CLIN	Description	Total Cost
2006	Accounting for Contractor Manpower Reporting	NSP

TOTAL CEILING SECOND OPTION PERIOD FOR NAVAIR CLINS:

(b) (4)

TOTAL CEILING SECOND OPTION PERIOD FOR

NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:

(b) (4)

CONTRACT ACCESS FEE

(b) (4)

TOTAL CEILING SECOND OPTION PERIOD CLINs:

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.4 THIRD OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR AND NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total CPAF
3001a	Labor (Tasks 1-13)	(b) (4)		(b) (4)
3001b	Labor (Tasks 1-13)			(b) (4)

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NAVAIR AND NON-NAVAIR

CLIN	Description		Total NTE Price
3002a	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
3002b	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	
3003a	Tools Including Indirect Handling Rate (b) (4)	NTE	
3003b	Tools Including Indirect Handling Rate (b) (4)	NTE	
3004a	ODCs Including Indirect Handling Rate (b) (4)	NTE	
3004b	ODCs Including Indirect Handling Rate (b) (4)	NTE	

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
3005	Contract Access Fee	NTE	(b) (4)

CONTRACTOR MANPOWER REPORTING

CLIN	Description	Total Cost
3006	Accounting for Contractor Manpower Reporting	NSP

TOTAL CEILING THIRD OPTION PERIOD FOR NAVAIR CLINS:

(b) (4)

TOTAL CEILING THIRD OPTION PERIOD FOR

NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:

(b) (4)

CONTRACT ACCESS FEE

(b) (4)

TOTAL CEILING THIRD OPTION PERIOD CLINS:

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.4.5 FOURTH OPTION PERIOD

MANDATORY

LABOR CLINS NAVAIR AND NON-NAVAIR ORGANIZATIONS

CLIN	Description	Cost	Award Fee	Total CPAF
4001a	Labor (Tasks 1-13)	(b) (4)	(b) (4)	(b) (4)
4001b	Labor (Tasks 1-13)			

COST REIMBURSEMENT TRAVEL, TOOLS and ODCs CLINs NAVAIR A NAVAIR

CLIN	Description		Total
4002a	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
4002b	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	
4003a	Tools Including Indirect Handling Rate (b) (4)	(b) (4) NTE	
4003b	Tools Including Indirect Handling Rate (b) (4)	NTE	
4004a	ODCs Including Indirect Handling Rate	NTE	
4004b	ODCs Including Indirect Handling Rate	NTE	

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
4005	Contract Access Fee	NTE	(b) (4)

CONTRACTOR MANPOWER REPORTING

CLIN	Description	Total Cost
4006	Accounting for Contractor Manpower Reporting	NSP

TOTAL CEILING FOURTH OPTION PERIOD FOR NAVAIR CLINS:

(b) (4)

TOTAL CEILING FOURTH OPTION PERIOD FOR

NON-NAVAIR ORGANIZATIONS OPTIONAL CLINS:

(b) (4)

CONTRACT ACCESS FEE

(b) (4)

TOTAL CEILING FOURTH OPTION PERIOD CLINs:

Task Order 47QFCA18F0026

Modification PS15

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(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

GRAND TOTALS

(b) (4)

CEILING NAVAIR CLINS:

(b) (4)

CEILING FOR NON-NAVAIR ORGANIZATIONS

OPTIONAL CLINS:

CONTRACT ACCESS FEE

(b) (4)

CEILING ALL CLINS (DOES NOT INCLUDE CAF):

(b) (4)

GRAND TOTAL CEILING ALL:

\$165,075,337

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.5 SECTION B TABLES

B.5.1 INDIRECT/MATERIAL HANDLING RATE

Long-Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed practices, provided that the basic contract does not prohibit the application of indirect rate(s) on these costs.

- a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- b. If no rate is specified in the Basic Contract, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

For CLINs X003a, X003b, and X004a, X004b, in accordance with the contractor's disclosed practices, the contractor may apply a M&S % to the cost of the tools; and may then apply a G&A % to the tool's cost burden of M&S. Furthermore, the percentages stated for M&S and G&A within Section B.4 are not to exceed the ceiling rates, the contractor shall invoice at the current applicable indirect rates not to exceed these ceiling percentages.

B.5.2 DIRECT LABOR RATES

Labor categories proposed shall be mapped to existing Alliant labor categories.

B.5.3 LABOR OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

The contractor is required to work OCONUS. Labor shall be in accordance with:

- a. The United States (U.S.) Department of State's Bureau of Administration, Office of Allowances, published quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances.
- b. The Department of State Standardized Regulations (DSSR) is the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas.

For costs that are not specifically addressed in the DSSR, the Government will reimburse the contractor for all reasonable, allowable, and allocable costs in accordance with Federal Acquisition Regulation (FAR 31), Contract Cost Principles and Procedures, and other applicable agency-specific regulatory supplements.

B.6 INCREMENTAL FUNDING

B.6.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION

Incremental funding in the amount of (b) (4) for CLINS 0001a through 0005 are currently allotted and available for payment by the Government. Additional incremental funding for these CLINs may be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

mandatory CLINs is from award through **February 4, 2019**, unless otherwise noted in Section B. The TO may be modified to add funds incrementally up to the maximum of (b) (4) over the performance period. These allotments constitute the estimated cost for the purpose of FAR Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

Incremental Funding Chart for CPAF and Travel/Tools/ODCs/CAF

See **Section J, Attachment B** - Incremental Funding Chart (Excel Spreadsheet).

B.7 AWARD FEE PLANNED VALUE/RESULTS REPORTING TABLE

The Award Fee Determination Plan (AFDP) establishes award fee. See **Section J, Attachment C** – Draft Award Fee Determination Plan (Word document).

B.8 CLIN STRUCTURE MANAGEMENT

Section B of this Task Order may be modified at award in order to provide increased financial oversight and management of approved NAVAIR thresholds. Additional CLINs or sub-CLINs may be established and/or modified to the existing CLIN structure to segregate funding that is provided directly from NAVAIR, as an organization, from funding provided by other non-NAVAIR organizations. This will not impact the Task Order ceiling amount nor the technical solution provided.

B.9 LABOR OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

“OCONUS” is defined as other than the 48 contiguous states plus the District of Columbia. It is anticipated that there may be task orders for work OCONUS.

The U.S. Department of State’s Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter’s allowances, hardship differentials, and danger pay allowances.

The Department of State Standardized Regulations (DSSR) is the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. For task orders issued under Alliant, Contractor civilians assigned to foreign areas may receive the allowances and benefits in the DSSR but, shall not receive allowance and benefits in excess of those identified in the DSSR.

For OCONUS task orders where costs are not specifically addressed in the DSSR, the Government will reimburse the Contractor for all reasonable, allowable, and allocable costs in accordance with FAR 31, Contract Cost Principles and Procedures, and other applicable agency specific regulatory supplements.

SECTION C –PERFORMANCE WORK STATEMENT

C.1 BACKGROUND

The Naval Air Warfare Center Aircraft Division (NAWCAD), Special Communications Mission Solutions (SCMS) Division 4.11.4 provides full spectrum Command, Control, Communications, Computers, Combat Systems, Intelligence, Surveillance, and Reconnaissance (C5ISR) technical support to the warfighter in the Continental United States (CONUS), OCONUS, and hazardous areas. This support is provided from requirements definition through life cycle sustainment. This is “cradle to grave” support that helps ensure interoperability, supportability, and connectivity among field equipment. SCMS supports the Department of Defense (DoD), the Executive Branch, and other Federal agencies worldwide.

One of SCMS’ services is the Tactical and Remote C5I Edge Systems (TARCES) project which is the basis of this contract. Since 2004, contracts in support of this requirement have provided a full range of remote edge telecommunications engineering support. In the context of this TO, remote edge are the elements of a communications or computer network intended to support users or sensors at nodes located away from the central core of the network. These may be mobile terminals halfway around the world or individual terminals within the same facility. This type of communication is frequently wireless, using the Radio Frequency (RF) spectrum for transmitting and receiving voice, data, and video signals for communications. This effort makes use of baseband components that include the source and destination equipment which use the information exchanged over the tactical and TARCES solutions. This includes audio generation/receiving equipment (microphones, headsets, speakers, etc.) and data generation/receiving equipment (encoders, decoders, computer equipment, multimedia equipment, facsimile equipment, digital imagery equipment, codecs, encryption devices, modems, etc.).

TARCES solutions employ mixtures of legacy, industry standard, and newly emerging technologies in its missions to provide full-spectrum communications to the edge. These solutions are not known until a customer and the requirements are considered. SCMS IT/Networking includes but is not limited to, Type 1 and non-Type 1 encryption, Commercial Solutions for Classified Programs (CSFC), standard routers, switches and hybrid layer 2-3 devices, software-defined routers, Wi-Fi and wired sensors including their integration into Unmanned Ground Vehicles (UGV), Automated Data Processing equipment like desktops, laptops, tablets, printers, and scanners, Mobile Device Management (MDM) system employment, IA system and policy employment, virtual machines, Mobile Ad Hoc Network (MANET) systems, radio over IP, point-to-point and point-to-multi-point microwave, and cellular, as well as more classic deployed LAN structures in a variety of fixed, tactical, and mobile environments. See **Section J, Attachment U** for the SCMS Internal Network hardware and software listings. Project/customer-related equipment/software varies by project.

Although not all inclusive, communication areas of specialty which are of particular interest to the SCMS Division include the following:

- a. Military Satellite Communications – to include Ultra High Frequency (UHF), Extremely High Frequency (EHF), Global Positioning System (GPS), Global Broadcast System (GBS), and X-Band Super High Frequency (SHF) Systems.

SECTION C –PERFORMANCE WORK STATEMENT

- b. Commercial Satellite Communications – to include International Maritime Satellite (INMARSAT), Iridium, Ku, C, Ka, Low Earth Orbit (LEO), and Very Small Aperture Terminal (VSAT) Systems.
- c. HF Radio Communications/Technologies – to include Automatic Link Establishment (ALE), Near Vertical Incidence Skywave (NVIS), and Internet Protocol (IP) over HF.
- d. Short Haul Tactical Communications – to include UHF/Very High Frequency (VHF) Line of Sight (LOS), HAVEQUICK, single Channel Ground and Airborne Radio System (SINCGARS), and Microwave LOS.
- e. Commercial Wireless Communications – to include cellular, Land Mobile Radio (LMR), paging, Personal Communications Service (PCS), and wireless Local Area Network (LAN).
- f. Leading Edge Wireless Technologies – to include Software Defined Radios (SDR), Antijam (AJ)/Low Probability of Interception (LPI)/Low Probability of Detection (LPD) technology systems, broadband enabling techniques (compression, Time Division Multiple Access (TDMA), Code Division Multiple Access (CDMA), etc.), Joint Tactical Radio System (JTRS), Digital Mobile Radio (DMR), Slice Radios, or Ultra-Wide Band (UWB) Technologies.
- g. Digital Networking Technologies – to include Personal Area Network (PAN), LAN, Wide Area Network (WAN), and Metropolitan Area Network (MANs) of various topologies and being connected via copper, fiber-optics, or wireless connections. Networking protocols, Asynchronous Transfer Mode (ATM), Frame Relay, Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL), Synchronous Optical Networking (SONET), Transmission Control Protocol (TCP)/IP, Multiple Protocol Label Switching (MPLS), Voice Over IP (VOIP), Quality of Service, and latency are all important areas of interest with these technologies.
- h. Encryption and IT Security Technologies – to include integration and installation of current Government Type 1 approved cryptographic devices and commercial Suite B and Commercial Solutions for Classified (CSFC) encryption into telecommunication systems and the design and configuration of multi-level/multi-domain security systems.
- i. Systems Administration – to include Operating System (OS) updating and security patching, hardware maintenance and tracking, and user assistance. This may apply to both SCMS-owned and customer-owned systems. This will generally require the CompTIA Security+ certification and some personnel with Microsoft Certified Solutions Expert (MCSE) and Cisco Certified Network Professional (CCNP) certifications.
- j. Applications Development and Operations Support – This includes software and application configuration such as SharePoint design, Microsoft Access and Oracle Forms configuration and maintenance, Android and iOS mobile application development, and application-specific user assistance.
- k. Infrastructure and Access Control – to include cable plant design and installation, video surveillance, perimeter radar and other technical monitoring sensors and systems, and personnel and vehicle gate and door control system configuration.

SECTION C –PERFORMANCE WORK STATEMENT

C.1.1 PURPOSE

The NAWCAD, SCMS Division 4.11.4 (TARCES) requires the contractor to supply a full range of TARCES solutions, both locally and at a customer's site. SCMS requires that the operational requirements of the current TARCES-developed solutions be met, as well as any enhancements for these systems, while also developing and maintaining solutions for new customers. The contractor shall support multiple client customers (NAVAIR and Non-NAVAIR) and enhancement/refresh/maintenance efforts simultaneously.

C.2 SCOPE

The contractor shall provide TARCES solutions, where the Government (SCMS) is the program lead for implementation (from concept through deployment) of TARCES solutions to enable efficient information exchange of voice/video/data. In this scope, TARCES solutions are defined as user terminals, sensors, and radio communications devices at the distal nodes of data networks (i.e., away from the network core). Normal operating conditions for the solutions may range from being in office surroundings to harsh unfriendly environments. The TARCES solutions are implemented, primarily using Commercial Off-the-Shelf (COTS) equipment to meet a variety of communication connection requirements including LOS, global, point-to-point, networked, or broadband access. The majority of the contractor tasking shall be in support of SCMS in its mission to provide solutions to its customers, including uniformed services such as the Navy, joint services such as United States Special Operations Command (USSOCOM), Central Command (CENTCOM), and European Command (EUCOM), agencies such as the White House Communications Agency, U.S. Secret Service (USSS), Federal Bureau of Investigation (FBI), and the National Guard Bureau. New customers will be developed and added over time, particularly in the out-years of the TO. A customer is a TARCES user that is being supported by SCMS. The Government estimates that there will be five new customer implementations over the life of the TO (one in the base year and four more over the remaining optional years). The addition of new customers may require a contractor ramp-up of resources for discrete periods of time.

The contractor shall also provide support for the SCMS Division's internal network, to include network administration, cybersecurity, Information Assurance (IA), help desk, and technical refresh. The SCMS Division network is managed at Webster Field St. Inigoes, MD.

Many staff will require Secret or Top Secret (TS) clearances in accordance with NAVAIR Industrial Security Policy in order to perform TARCES tasking. The contractor shall staff the facilities/areas (shown in the table below) to include the locations, provider (Government or contractor), number of personnel, and clearance level. See **Section J, Attachment T** for a listing of historical functional areas by Task Area and clearance level.

The contractor shall provide its own support facility needed to perform most of the requirements of this TO. The contractor shall provide all equipment and office/facility furnishings to support the Task Area requirements for contractor-site requirements. The facility shall be within 45 ground transportation miles of NAWCAD, Patuxent River, St. Inigoes, MD, and shall be established within 30 days of TOA. The Government does not intend to assume responsibility to retain facilities, or liability for, or take control of any title after the TO is completed or enter into or take control of any lease. Because of the hands-on nature of the requirements, the contractor's facility shall contain assembly, vehicular access, test and storage space, as well as office space

SECTION C –PERFORMANCE WORK STATEMENT

for the support staff. The Government uses liaison field sites at locations indicated in Section F.2 of the TOR. Contractor personnel shall visit and reside at these sites. The sites are used primarily as receiving points for TARCES solutions and to provide technical interface with customers concerning the provided solutions.

C.3 TASKS

The contractor shall provide customer-based support that is both newly defined and ongoing. Customer project schedule are not well defined in advance of onboarding a new customer, except for support of the SCMS Internal Network. Projects will be concurrent and could require significant resource ramp-ups for periods of time to meet simultaneous TO requirements. Some projects will require an urgent ramp up and some will be highly technical in nature. The SCMS Division operates within Integrated Product Teams for all aspects of performance, and the contractor shall work in a highly integrated team environment with civil servants, military personnel, and other contractors.

SCMS Division solutions typically require interoperability among military, civilian, U.S., and foreign users which may dictate an adherence to a wide variety of specifications and standards. Based on customer requirements, DoD systems shall adhere to the current Joint Technical Architecture (JTA) Standards. Non-DoD systems (e.g., FBI and Secret Service) may be governed by numerous commercial, national, or international standards, to include relevant standards from National Institute of Standards and Technology (NIST), Federal Information Processing Standards (FIPS), International Organization for Standardization (ISO), and DoD standards.

The Government will use an AFDP to monitor and incentivize the contractor to provide a high level of support for the Task Areas listed below. Support for a project can be provided through any combination of the Task Areas including Task 7 support, which although primarily suited for the SCMS Internal Network, can provide support to TARCES customers.

Task 1: Program Management Support

Task 2: Transition-in

Task 3: Transition-out

Task 4: TARCES Solution Engineering

Task 5: Network Engineering – Sensor and Situational Awareness Capability

Task 6: System Administration

Task 7: SCMS's Divisions Internal Network

Task 8: Application Development/Operations Support

Task 9: Cyber Security

Task 10: Information Assurance

Task 11: Infrastructure and Cable Plant Technology

Task 12: Engineering Solution Support

Task 13: Software Engineering

SECTION C – PERFORMANCE WORK STATEMENT

C3.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT

The contractor shall provide program management support of this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in the Task Order Request (TOR). The contractor shall identify a Program Manager (PM) by name who shall provide management, direction, administration, quality assurance, and leadership of the execution of this TO.

The development of TARCES solutions is customer based and performed in separately managed projects. The contractor shall provide periodic project support that can consist of a broad range of IT solutions and engineering activities. Project activities can span the requirements contained in all Task Areas. Project duration is commonly between six and 24 months. See **Section J, Attachment V** for current project activities.

In advance of each project, the Government and contractor shall meet to discuss each project in terms of understanding the start date, milestones, unique requirements, expected travel, monitoring, reporting, and performance expectations. Resources expended against each project shall be reported with each Monthly Status Report (MSR) and in the invoice detailed backup information.

In support of software and equipment purchases, the contractor shall provide support for identification of procurement vehicles, purchasing of software, equipment, and material, to include market research, recommendations, maintaining a list of required items, monitoring and tracking, and maintaining accurate inventory records using the Government's tracking system. The contractor shall procure allowable items via the TO or provide procurement support for items to be purchased via alternative SCMS contracting vehicles.

C3.1.1 SUBTASK 1 – ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for SCMS via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>.

Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at: <http://www.ecmra.mil/>.

Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

C3.1.2 SUBTASK 2 – COORDINATE A TASK ORDER KICK-OFF MEETING

The contractor shall schedule, coordinate, and host a Task Order Kick-Off Meeting at the location approved by the Government (**Section F, Deliverable 1**). The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved

SECTION C – PERFORMANCE WORK STATEMENT

with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from the SCMS divisions, other relevant Government personnel, and the FEDSIM COR.

At least three days prior to the Kick-Off Meeting, the contractor shall provide a Kick-Off Meeting Agenda (**Section F, Deliverable 2**) for review and approval by the FEDSIM COR and the SCMS Technical Point of Contact (TPOC) prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

- a. Points of Contact (POCs) for all parties.
- b. Draft Project Management Plan (PMP) and discussion including schedule, tasks, etc.
- c. Personnel discussion (i.e., roles and responsibilities and lines of communication between contractor and Government).
- d. Staffing Plan and status.
- e. Security discussion and requirements (i.e., building access, badges, Common Access Cards (CACs)).
- f. Invoicing requirements, to include a spreadsheet containing their Customer Project cost breakdown.
- g. Transition discussion.
- h. Baseline Quality Control Plan (QCP).
- i. Earned Value Management (EVM) Plan (as required).

The Government will provide the contractor with the number of Government participants for the Kick-Off Meeting and the contractor shall provide sufficient copies of the presentation for all present.

The contractor shall draft and provide Kick-Off Meeting Minutes (**Section F, Deliverable 3**) documenting the Kick-Off Meeting discussion and capturing any action items.

C3.13 SUBTASK 3 – PARTICIPATE IN A MONTHLY STATUS MEETING AND PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall participate in the Government's Monthly Status Meeting to discuss the activities of the overall TO, to include those listed below, and document those activities in an MSR (**Section J, Attachment E**) (**Section F, Deliverable 4**). The MSR shall include the following:

- a. Activities during reporting period, by task (include on-going activities, new activities, and activities completed, and progress to date on all above mentioned activities). Each section shall start with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.

SECTION C – PERFORMANCE WORK STATEMENT

- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports as requested to the MSR for the reporting period).
- g. EVM statistics as appropriate and required.
- h. Accumulated invoiced cost for each CLIN up to the previous month.
- i. Projected cost of each CLIN for the current month.
- j. A Workforce Reporting Attachment via encrypted email to the designated SCMS TPOC. The Workforce Reporting Attachment shall include a labor mix report consisting of name, labor categories, total hours charged for the month, and location. The contractor shall also include the number of gains and losses.

C3.1.4 SUBTASK 4 – EMPLOY EARNED VALUE MANAGEMENT (EVM)

The contractor shall employ and report on EVM in the management of this TO as required and appropriate to the particular requirements. See Section H.11, Earned Value Management, for the EVM requirements.

C3.1.5 SUBTASK 5 – CONVENE AD HOC TECHNICAL STATUS MEETINGS

The contractor shall convene Technical Status Meetings (**Section F, Deliverable 5**) for projects on an ad hoc basis. Attendees would be all project-relevant Key and non-Key Personnel, the SCMS TPOC, and the FEDSIM COR. The purpose of these meetings is to review project status against the Project Plan, in particular regarding schedule, resource usage, performance metrics, and technical issues and potential risks. The contractor shall provide minutes (**Section F, Deliverable 6**) of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR within five workdays following the meeting.

C3.1.6 SUBTASK 6 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall document all support requirements in a PMP. The contractor shall provide the Government with a draft PMP (**Section F, Deliverable 7**) on which the Government will make comments. The final PMP (**Section F, Deliverable 8**) shall incorporate the Government's comments.

The PMP shall:

- a. Describe the proposed management approach.
- b. Contain detailed Standard Operating Procedures (SOPs) for all tasks (as requested by the Government).
- c. Include milestones, tasks, and subtasks required in this TO.
- d. Provide for an overall Work Breakdown Structure (WBS) with a minimum of three levels and associated responsibilities and partnerships between Government organizations.
- e. Describe in detail the contractor's approach to risk management under this TO.

SECTION C – PERFORMANCE WORK STATEMENT

- f. Describe in detail the contractor's approach to communications, including processes, procedures, communication approach, and other rules of engagement between the contractor and the Government.
- g. Include milestones, tasks, and subtasks required in this TO.
- h. Include the contractor's Baseline Quality Control Plan (QCP) and EVM Plan.
- i. Document and provide SCMS customer feedback participation.

C3.1.7 SUBTASK 7 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)

The PMP is an evolutionary document that shall be updated annually at a minimum (**Section F, Deliverable 9**). The contractor shall work from the latest Government-approved version of the PMP.

C3.1.8 SUBTASK 8 – SUPPORT SCMS CUSTOMER FEEDBACK PROCESS

The contractor shall support the SCMS customer feedback process by providing the SCMS GPL with the SCMS TARCES Qualifying Event Identification (ID) Form (**Section J, Attachment W**) as required. The SCMS customer feedback process is part of SCMS' performance management initiative to track customer satisfaction to ensure SCMS is delivering quality products which meet and exceed customer expectations. The SCMS TARCES Qualifying Event ID Form will be prepared for each qualifying event that occurs on an individual project and shall be identified as part of the PMP. Multiple Qualifying Event ID Forms could be required based on the length and complexity of the individual project. See **Section J, Attachment X** for the SCMS Customer Feedback Process.

C3.1.9 SUBTASK 9 – PREPARE TRIP REPORTS

The Government will identify the need for a Trip Report when the request for travel is submitted (**Section F, Deliverable 10**). The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and POC at travel location. Trip reports shall also contain Government approval authority, total cost of the trip, a detailed description of the purpose of the trip, and any knowledge gained. At a minimum, trip reports shall follow the format provided in **Section J, Attachment F**.

C3.1.10 SUBTASK 10 – PROVIDE FINANCIAL REPORTING

The contractor shall provide semi-monthly Financial Reporting (**Section F, Deliverable 11**) in accordance with **Section J, Attachments Y, Z, and AA**.

C3.1.11 SUBTASK 11 – UPDATE BASELINE QUALITY CONTROL PLAN (QCP)

The contractor shall update the Baseline QCP submitted with its proposal (**Section F, Deliverable 12**) and provide a final Baseline QCP as required in Section F (**Section F, Deliverable 13**). The contractor shall periodically update the QCP, as required in Section F (**Section F, Deliverable 14**), as changes in program processes are identified.

Within the QCP, the contractor shall identify its approach for providing quality control in meeting the requirements of the TO. The contractor's QCP shall describe its quality control methodology for accomplishing TO performance expectations, objectives, and requirements. The

SECTION C – PERFORMANCE WORK STATEMENT

contractor shall fully discuss its validated processes and procedures that provide high quality performance for each Task Area. The QCP shall describe how the processes integrate with the Government's requirements.

C.3.1.12 SUBTASK 12 – TRACK AND REPORT TASK ORDER PERFORMANCE METRICS

The contractor shall track and report objective performance measures in accordance with those performance areas contained in the most current AFDP and as designated by the FEDSIM COR.

C.3.1.13 SUBTASK 13 – CONDUCT PROJECT KICK-OFF MEETINGS

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting (**Section F, Deliverable 15**) for each customer project at the location approved by the Government. At the Government's discretion, the Project Kick-Off Meeting may be held virtually. The meeting shall provide an introduction between the contractor personnel and Government personnel who will be involved with the project. The meeting will provide the opportunity to discuss technical, management, and security issues, as well as travel authorization and reporting procedures required for the project. At a minimum, the attendees shall include Key contractor personnel, representatives from SCMS, other relevant Government personnel, and the FEDSIM COR.

Prior to the Project Kick-Off Meeting, the contractor shall provide a Project Kick-Off Meeting Agenda (**Section F, Deliverable 16**) for review and approval by the SCMS GPL prior to finalizing. The agenda shall include, subject to guidance from the GPL, the following topics/deliverables:

- a. POCs for all parties
- b. Draft Project Plan (PP) (**Section F, Deliverable 17**) and discussion

The Government will provide the contractor with the number of Government participants for the Project Kick-Off Meeting and the contractor shall provide sufficient copies of the presentation for all present.

The contractor shall draft and provide Project Kick-Off Meeting Minutes (**Section F, Deliverable 18**) documenting the Project Kick-Off Meeting discussion and capturing any action items.

C.3.1.14 SUBTASK 14 – PREPARE A PROJECT PLAN (PP)

The contractor shall provide a PP, the contents of which will be subject to guidance from the SCMS GPL. The requirements for each PP will be tailored to match the complexity of the project requirements. The contractor shall provide the Government with a Draft PP (**Section F, Deliverable 17**) on which the Government will make comments. The Final PP (**Section F, Deliverable 19**) shall incorporate the Government's comments.

The PP is an evolutionary document that shall be updated as elements of the project change (**Section F, Deliverable 20**). The contractor shall work from the latest Government-approved version of the PP.

The PP requirements include:

- a. Project scope

SECTION C –PERFORMANCE WORK STATEMENT

- b. Project cost estimate (Rough Order of Magnitude (ROM))
- c. Master Equipment List/Bill of Materials (if applicable)
- d. Project schedule including milestones, tasks, and subtasks required in this project
- e. Project risks and mitigations
- f. Project staff and resources
- g. Performance criteria
- h. Travel considerations
- i. Project deliverables
- j. Security considerations
- k. Provide for an overall WBS with the appropriate amount of detail and associated responsibilities and partnerships between Government organizations
- l. Project transition
- m. EVM Plan (if applicable)
- n. SCMS customer feedback participation

C.3.2 TASK 2 - TRANSITION-IN

The contractor shall update the draft Transition-In Plan (**Section F, Deliverable 21**) provided with its proposal and provide a final Transition-In Plan (**Section F, Deliverable 22**). The contractor shall ensure that there will be minimum service disruption to vital Government business and no performance degradation during and after transition. The contractor shall have its Transition-In Plan fully implemented No Later Than (NLT) 30 calendar days after award, and all transition activities shall be completed in accordance with the timelines established in the approved final version of the Transition Plan.

C.3.3 TASK 3 -TRANSITION-OUT

The contractor shall provide Transition-Out support when required by the Government. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Draft Transition-Out Plan within six months of Project Start (PS) (**Section F, Deliverable 23**). At a minimum, this Plan shall be reviewed and updated on an annual basis. Additionally, the Transition-Out Plan shall be reviewed and updated quarterly during the final Option Period (**Section F, Deliverable 24**).

In the Transition-Out Plan, the contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. POCs
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor to contractor coordination to ensure a seamless transition
- f. Transition of Key Personnel

SECTION C –PERFORMANCE WORK STATEMENT

- g. Schedules and milestones
- h. Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless transition-out.

The contractor shall implement its Transition-Out Plan NLT 90 calendar days prior to expiration of the TO.

C.3.4 TASK 4 - TARCES SOLUTION ENGINEERING

The contractor shall provide systems engineering support to the SCMS mission involving both the study and application of TARCES-related technologies in order to develop new or enhanced/augmented TARCES solutions. Systems engineering methodologies shall be used to determine creative solutions to unique communication scenarios. The contractor shall follow SCMS engineering process shown in **Section J, Attachment CC**. The contractor shall adapt these methods to the TARCES systems engineering requirements. The Government will analyze anticipated system performance based on subsystem and component procurement, replacement, modification, or enhancement activities. In addition, the contractor shall support the development, review, refinement or critiquing of system documents such as Concepts of Operations (CONOPS), Capability Development Documents (CDD), Initial Capabilities Documents (ICD), and Capability Production Documents (CPD) as well as specifications and program and project plans. The contractor shall define points of design inadequacy and risks within the specified documentation and document results. The contractor shall also participate in meetings, design reviews, and conference presentations to provide systems engineering and associated expertise. In support of this work the contractor shall perform the following:

C.3.4.1 Requirements Definition

The contractor shall provide requirements definition support for new solution development and/or for enhanced and augmented efforts. The contractor typically accompanies the GPL to requirements gathering meetings. In support of Requirements Definitions the contractor shall provide the following support:

- a. New Technology Research

The contractor shall investigate new technologies for applications to existing and proposed SCMS Division programs as well as perform industry surveys at SCMS Division-designated locations to determine the availability of off-the-shelf components that meet TARCES design goals. Performing industry surveys involves contacting commercial suppliers, identifying components, and performing trade-off studies to provide recommendations to SCMS Division technical personnel for either current TARCES projects or potential usage.

The contractor shall document the results of these investigations in a Technology Report (**Section F, Deliverable 25**). The Technology Report shall contain new technologies, an evaluation of results, and potential design solutions, improvements, and alternatives, and it shall detail all associated tradeoffs and provide fully justified recommended approaches.

SECTION C –PERFORMANCE WORK STATEMENT

1. Technical Risk Identification

The contractor shall perform technical risk analysis and identifications and document these risks in a Technical Risk Management Plan (**Section F, Deliverable 26**) in support of projects as required. These risks shall be incorporated into a Risk Register and be periodically reviewed, updated, and briefed by project GPLs in order to mitigate risks, exploit opportunities, and correct issues. These risk assessments will frequently be incorporated into overarching customer briefs provided to SCMS customers.

2. Initial Tests and Evaluations

The contractor shall observe demonstrations by potential solutions providers in industry or within the Government and perform initial tests and evaluations to determine appropriateness of newly identified components/systems for application to proposed systems. The contractor shall document the results of these Evaluations in a Test and Evaluation (T&E) Report (**Section F, Deliverable 27**).

3. Requirements Documentation

The contractor shall collect, refine, and document the results of all requirements gathering and analysis performed as part of a project, as well as document requirements traceability throughout the project lifecycle into a System Requirements and Requirements Traceability Matrix (RTM) document (**Section F, Deliverable 28**).

C.3.4.2 Design and Analysis

The contractor shall provide TARCES design and analysis services to the SCMS Division relative to applications of TARCES systems, subsystems, and components. In support of design and analysis the contractor shall perform the following activities:

- a. Support the design and analysis of systems and evaluate their capability to meet technical, functional, and mission requirements. The contractor shall evaluate the system's capability to meet design goals and standards in an operational environment, with consideration given to reliability, maintainability, interoperability, and life-cycle cost effectiveness. The contractor shall identify risk and low-performance areas. This shall be documented in a System Capability Analysis Document (**Section F, Deliverable 29**).
- b. Study methods by which system, subsystem, and component design improvements can be effected. The contractor shall identify strengths and weaknesses associated with various design alternatives and recommend design modifications to the SCMS Division technical personnel. The contractor may be asked to perform computer simulations, and network and circuit design, RF propagation, and antenna coverage modeling. This shall be documented in a Technical Analysis Report (**Section F, Deliverable 30**).
- c. Perform tradeoffs and system requirement allocations to maximize performance. The analyses shall include link power budget calculations, radio propagation/coverage assessments, cost tradeoffs, performance assessments, and reliability and supportability of the components. The analyses shall focus on total system analysis, subsystem, component, and subcomponent elements. This shall be documented in a Technical Analysis Report (**Section F, Deliverable 30**).

SECTION C –PERFORMANCE WORK STATEMENT

- d. Perform analysis of Commercial Off-the-Shelf (COTS) Communications Electronics (C-E) equipment, to ensure that the C-E meet electrical, electronic, and mechanical requirements associated with operation in the intended environment. This shall be documented in a Technical Analysis Report (**Section F, Deliverable 30**).
- e. Prepare technical documentation describing design and analysis conducted to include technical reports, system specifications, block diagrams, schematics, hardware configurations, interfaces, parts lists, wiring diagrams, functional descriptions, and supporting technical data. These shall be documented in an appropriate format as specified by the GPL as Technical Documentation (**Section F, Deliverable 31**).
- f. Participate in design review meetings, technical reviews, and conference presentations to provide tactical and remote TARCES solutions and associated C-E design expertise. Conferences and/or technical briefings would be provided for each TARCES project, one or more times, and would require short-term travel to the customer site. Notes from the meetings shall be provided as specified by GPLs in a Technical Analysis Report (**Section F, Deliverable 30**).

The contractor shall also provide special engineering and application support to the SCMS Division for TARCES solutions. The contractor shall:

- a. Research, identify, review, and compare new, state-of-the-art, emerging, and on-the-horizon TARCES-related technologies for applications within SCMS Division programs and associated C-E systems. The contractor shall develop, review, refine, or critique Technology Readiness Assessments (TRAs) and Technology Maturity Assessments (TMAs) and document these findings in a Technical Analysis Report (**Section F, Deliverable 30**).
- b. Assist in the design of unique packaging schemes for systems to include covert operations, concealment, disguise of features, tamper-proof operation, fail-safe operation, intrusion detection/self-destruct features, operation in extremely harsh environments, and other packaging schemes and provide findings in the form of Technical Documentation (**Section F, Deliverable 31**).
- c. Support multimedia development (e.g., VTC systems), design interfaces (e.g., menu trees), and operational use of systems.
- d. Provide video production/editing, graphics, media (analog or digital) management/duplication/storage, internet services, general audio-visual production, 3-D concept visualization, and digital photography and document in Technical Documentation (**Section F, Deliverable 31**).
- e. Support the design, integration, and testing of the physical and electrical security of systems and their associated facilities and document in Technical Documentation (**Section F, Deliverable 31**).
- f. Support the design of TARCES solutions by gathering at a minimum the information below. The contractor shall also ensure successful operation in foreign countries where different laws, treaties, or international rules may govern in peacetime. The contractor shall interface with Government personnel in designated countries to ascertain the appropriate adaptations for success operation.

SECTION C –PERFORMANCE WORK STATEMENT

1. Define design concepts.
 2. Conduct technical feasibility study/concept design.
 3. Conduct supportability analysis.
 4. Define required resources.
 5. Create inputs to Material Equipment List (MEL) and schedule.
- g. The contractor shall prepare a systems engineering functional allocation breakdown among hardware, software, and firmware components, consistent with an integrated system design. The contractor shall document the system design to include an MEL (**Section F, Deliverable 32**) and a Plan of Action and Milestones (POA&M) (**Section F, Deliverable 33**).
- h. Develop Mock-up/Prototypes (**Section F, Deliverable 34**) for designed systems as required by the GPL. Mock-ups may be simple functional ‘proofs of concept’ for specific systems and sub-systems and could be either physical or simulated. Mock-ups may also be complete representations of the final system to be built.

C.3.4.3 Integration

The contractor shall provide support to SCMS Division in the integration, installation, and end-user training of tactical and remote communications TARCES solutions. The contractor shall provide the plans and associated technical data. The contractor may be required to perform Equipment Installation of Personal Property within a Government Real Property facility as defined in Naval Operations Instructions (OPNAVINST) 11010.20 series, Facilities Project Instruction, Chapter 6 and Chapter 4.1.1h(2). The contractor shall provide the following support:

- a. Review integration requirements and identify functions necessary to meet these requirements. The contractor shall provide recommendations to SCMS Division technical personnel regarding integrated packaging strategies to effectively house and transport the system in the form of relevant Technical Analyses and Documentation (**Section F, Deliverables 29-31**).
- b. Review available component performance characteristics and identify suitable equipment. The contractor shall provide support for the procurement of equipment required for system integration in the form of relevant Technical Analyses and Documentation (**Section F, Deliverables 29-32**).
- c. Generate Integration Plans describing the technical approach, interface requirements, electrical and physical layouts, schedules, test requirements, and other actions necessary for the complete integration of the system (**Section F, Deliverable 35**).
- d. Integrate equipment to support system integration testing. The contractor shall integrate system components as required and may need to simulate any external influences or communications vectors that are not direct components of the system being integrated.
- e. Conduct operations training (formal classroom as well as on-the-job) to the end user for SCMS Division-developed systems and the modifications made to the same. The contractor shall develop, maintain, and update training plans, materials, and curriculum (**Section F, Deliverables 36**). The contractor shall conduct training for operators,

SECTION C –PERFORMANCE WORK STATEMENT

maintainers, other instructors, and key personnel (**Section F, Deliverable 37**). The contractor shall also identify and coordinate vendor training on new equipment.

- f. Prepare technical documentation, integration plans, operator and maintenance instruction manuals, training material, checkout procedures, and installation plans.
 1. Develop an Installation Plan (**Section F, Deliverable 38**).
 2. Assemble documents.
 3. Develop Test Procedures (**Section F, Deliverable 39**).

C.3.4.4 Verification

The contractor shall provide test and evaluation support for SCMS Division-developed tactical and remote communications TARCES solutions. The contractor shall provide the plans, procedures, and associated technical support. The contractor shall provide the following support:

- a. During the course of the test and evaluation of systems, prepare Test Plans (**Section F, Deliverable 40**), Test Methodologies (**Section F, Deliverable 41**), Test Procedures (**Section F, Deliverable 40**), Test Specifications (**Section F, Deliverable 42**), and Test Reports (**Section F, Deliverable 43**).
- b. Conduct bench-level component tests during development, integration and acceptance, or operational testing at the system or subsystem level. The accumulated test data shall be analyzed with results included in detailed test reports. Any discrepancies between test results and requirements or specifications shall be analyzed and recommendations provided for resolution.
- c. Support the design, development, integration, and maintenance of laboratory test-beds to support system evaluation.
- d. Support field testing of systems to evaluate the merits of the design with respect to performance and cost. Recommend and participate in the development of design improvements and re-valuation using SCMS Division-furnished criteria. The contractor shall provide technical data and analyses in support of these activities. (**Section F, Deliverables 29-31, 39-43**).
- e. Assist in the development of the baseline data necessary to ensure that the laboratory or field test data collected are valid. This may involve performing propagation analyses, insertion loss estimates and measurements, port-to-port coupling calculations, power density estimates, radiation patterning, and hazard analyses (**Section F, Deliverables 29-31, 39-42**).
- f. Conduct actual on-air, operational, or computer-simulated propagation measurements to validate system performance. The contractor shall perform System Operational and Verification Testing (SOVT). The contractor shall perform system Bit-Error-Rate (BER) testing in normal and interference environments. The contractor shall provide support in conducting Satellite Communications (SATCOM) terminal certification testing. The contractor shall conduct pre- and post-system deployment RF coverage surveys at SCMS Division-designated locations and provide relevant technical and testing documentation (**Section F, Deliverables 29-31, 39-43**).

SECTION C –PERFORMANCE WORK STATEMENT

- g. Develop and deliver a Test and Evaluation Master Plan (TEMP) or provide technical comments to a formal Test and Evaluation Master Plan (TEMP) as required by the GPL (**Section F, Deliverable 44**).
- h. Conduct and participate in formal Developmental Test (DT) periods and provide technical support as required during formal Operational Test (OT) periods. The contractor shall conduct operations training for end users who are conducting and participating in the formal testing of systems. At a minimum, the contractor shall perform the following activities:
 - 1. Conduct or coordinate bench, field, operational and user acceptance tests and reports (**Section F, Deliverables 39-43**).
 - 2. Define critical operational issues and performance parameters (**Section F, Deliverables 39-43**).

C.3.4.5 Production/Sustainment

The contractor shall provide the following production/sustainment support:

- a. Integrated Supply Chain Support

The contractor shall provide Integrated Supply Chain Support services for new and modified TARCES solutions. This may include system-level logistics planning to include sustainability, operational effectiveness, suitability requirements, and full life cycle functions required to optimize system performance and to minimize costs. Elements of this task shall include:

- 1. Assist in the development or review of strategies utilizing SCMS Division-furnished criteria, support of system requirements considering geographic area of deployment, equipment requirements, supportability, interoperability, availability, procurement lead times, and inventory and stocking requirements. The contractor shall assist in the development and maintenance of a provisioning parts list for spare and repair parts.
- 2. Provide integrated logistics planning and analysis for new, existing, and refurbished/modified systems.
- 3. Support the development, review, analysis, or updates to service maintenance concepts and plans and reliability plans and reports.
- 4. Conduct performance-based supportability analysis on new and modified and related C-E systems covering elements of reliability, maintainability, and availability as they apply to the following: maintenance planning, supply support, support equipment, trend analysis, technical data, manpower and personnel, computer resources, training and training support, packing, handling, shipping, transportations, facilities, and design influence.
- 5. Receive, verify, and ship equipment and materials for development and life-cycle support requirements and comply with relevant policies for equipment custody.
- 6. Maintain Configuration Management Plans. These plans shall include policies and procedures for the identification and control of hardware, software, and documentation.

SECTION C –PERFORMANCE WORK STATEMENT

7. Conduct systems operation and maintenance manual Verification and Validation (VER/VAL). The contractor shall conduct Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCAs) on SCMS Division-developed systems to verify configuration items and computer software configuration items.
 8. Identify and document physical characteristics of designated systems, monitor and advise on the configuration change schedule, and synchronize with physical configuration changes.
 9. Maintain Configuration Management (CM) baseline of products, hardware, software, drawings, and documentation; track all Engineering Change Proposals (ECPs) in the Government-provided configuration management system.
 10. Facilitate Configuration Control Boards (CCBs), System Change Requests (SCRs), and Engineering Review Boards (ERBs).
- b. Conduct performance-based supportability analysis.
 - c. Receive, verify, and ship equipment.
 - d. Maintain accurate inventory records in the Government owned inventory system.
 - e. Create, update technical/training manuals.
 - f. Create/update Technical Data Packages (TDP).
 - g. Collect Reliability, Availability and Maintainability (RAM) data through the SCMS Maintenance Action Reporting System (MARS).
 - h. Monitor and replace Diminishing Manufacturer Sources and Material Shortages (DMSMS). For projects where the contractor is manufacturing a product at the board or component level, the contractor shall maintain awareness of potentially obsolescent components and inform SCMS so mitigating measures may be taken.
 - i. Provide packaging, handling, storage, and transportation support for material and equipment that is to be shipped by commercial or Government transportation services. This involves being aware of the services requirements and crating or packaging materials appropriately.
 - j. Life Cycle Sustainment Manager. The contractor shall establish the sustainment framework and process for hardware/software maintenance, spares management, disposal, and Wide Area Interoperability System (WAIS) hub maintenance. This service may also be requested for future projects. The contractor shall provide hardware tracking support to gather data for equipment and hardware requirements. The contractor shall not accept any products on behalf of the Government. The contractor shall perform the following at a minimum:
 1. Perform market research per Federal Acquisition Regulation (FAR) Part 10 to identify potential sources capable of satisfying the Government's technical requirement and analyze results and recommend sources capable of satisfying operational and performance parameters. The contractor shall review the Federal Stock System for availability of required items and make recommendations to the SCMS Division concerning use and integration of National Stock Number (NSN) and non-NSN hardware materials. The contractor shall provide technical inputs to support

SECTION C –PERFORMANCE WORK STATEMENT

material procurement documents (**Section F, Deliverable 45**).

2. Identify quantity and schedule requirements, including spare parts, and support planning for the procurement of long lead items. Maintain a Current List of Required Hardware Items (**Section F, Deliverable 46**) that are to be procured and perform technical support in the preparation of procurement documentation and development of and assistance with Life Cycle Sustainment Plans (LCSPs) (**Section F, Deliverable 47**) for TARCES systems.
 3. Maintain accurate Inventory Records on equipment received by the contractor for storage prior to integration (**Section F, Deliverable 48**). The contractor shall securely warehouse project equipment and materials as required and establish and maintain a system for tracking, inventorying, and managing parts and equipment required for integration, test, upgrade, and repair of systems which could be housed at the contractor facility or at Government storage facilities. .
 4. Input, recall, forward, and print data from the NAVAIR/NAWCAD corporate procurement initiation systems. Using the Government's automated system, track acquisition status from procurement initiation to hardware delivery. The contractor shall compare expected hardware availability with system development, production, and operational schedules. The contractor shall utilize the Government's automated system to maintain project material tracking reports and to identify delinquent material deliveries. The contractor shall notify SCMS Division of discrepancies between schedules and hardware delivery. The contractor shall input requisition receipt data in the Government's automated system upon receipt of commercial procurements.
- k. Provide remote and local troubleshooting and repair of fielded SCMS customer's TARCES solution.
1. Provide helpdesk support to act on customer trouble calls (triggered via website, email, and/or duty phone calls) and engage Government and/or contractor-provided Subject Matter Expert (SMEs) to initiate actions to resolve issues via remote and/or local troubleshooting, hardware/software support and repair.
 2. Document trouble call actions and status in Government-provided trouble reporting system.
 3. Perform corrective action maintenance, installation, configuration and maintenance, and routine preventative maintenance and trouble shoot problems.
 4. Perform technical assists visits and system repairs (to include the coordination of any additional vendor-specific resources) for fielded systems at customer sites.
 5. Closed-loop failure reporting system procedures for analysis of failures to determine the root cause, and documentation for recording corrective actions taken
 6. Perform Trend Analysis of actions completed on fielded systems and recommend corrective actions and/or process changes to improve system maintenance statistics (e.g., downtime, Mean Time Between Failures (MTBF), Mean Time to Recover (MTTR), etc.).

l. On-site and customer location TARCES support

Task Order 47QFCA18F0026

Modification PS15

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SECTION C –PERFORMANCE WORK STATEMENT

The contractor shall provide the following Webster Field on-site support and field support:

1. Expedite repair of fielded systems and system components by collecting failed customer equipment at SCMS field activities and managing its transportation to Government maintenance/repair facilities or back to the manufacturer as appropriate.
2. Support exercises, events, crisis operations, and provide unique support to real-world events with the following:
 - A. SME support to assist system operators in circumstances where the customer has insufficient trained personnel. This generally happens once or twice a year and usually when new or unfamiliar equipment has been installed. These events usually last a week.
 - B. On-site tech assist. These are typically one week trips anywhere an SCMS-developed system is delivered. Systems requiring technical assistance are typically deployed CONUS; however, occasionally, systems are deployed OCONUS.
 - C. Operator training regarding system operation, capabilities, functions, limitations and interfaces. This is roughly half classroom training at St. Inigoes and half customer-site training.
- m. Production and Delivery of TARCES Systems.
 - a. Provide and deliver a completed TARCES system or sub-system. (**Section F, Deliverable 49**)

C.3.5 TASK 5 - NETWORK ENGINEERING - SENSOR AND SITUATIONAL AWARENESS CAPABILITY

Network engineering for situational awareness involves the design and installation of computer networks and integration of sensor devices to manage access control, personnel authorization, and security alarm sensors. These are similar to other data networks, with the same sort of patching and IA requirements, but they emphasize different aspects of robustness, reliability, and survivability. The contractor shall perform the following activities in support of this Task Area:

- a. Integrate security sensors, access control devices, and security operations center display systems.
- b. Develop or integrate sensor data networks and data collection systems that report personnel tracking, equipment monitoring, data logging, and geolocation information.
- c. Perform network simulations, and circuit traffic modeling to determine bandwidth requirements for sensor networks.

C.3.6 TASK 6 - SYSTEM ADMINISTRATION

Modern DoD computer systems have extensive requirements for maintenance, certification, IA, and patching. SCMS customers are frequently overwhelmed by these requirements and require assistance in maintaining systems. The following are typical subtasks involved in performing systems administration:

SECTION C –PERFORMANCE WORK STATEMENT

- a. Manage accounts and access to systems and equipment.
- b. Manage systems resources including performance, capacity, availability, serviceability, and recoverability.
- c. Implement security procedures and anti-virus tools.
- d. Develop and document system administration SOPs.
- e. Resolve hardware/software interface and interoperability issues.
- f. Ensure system availability, functionality, integrity, and efficiency.
- g. Manage the installation and integration of systems fixes, updates, and enhancements.
- h. Ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of systems administration services.
- i. Maintain configuration documentation of systems and equipment.
- j. Update disaster recovery documentation.
- k. Maintain, monitor, and do performance tuning (balancing the load on the servers).
- l. Conduct data backup and recovery.
- m. Maintain the environment of computer data center(s) (temperature, humidity, cleanliness, etc.).
- n. Monitor and analyze audit logs and report any irregularities.
- o. Monitor server disk storage (by user and by program) including temporary storage requirements (print queues, etc.).
- p. Archive and delete unneeded files.
- q. Recover disk space from deleted users.
- r. Maintain structure of rights for accounts and groups.
- s. Perform system back-up functions on a daily, weekly, and monthly basis as required.

C.3.7 TASK 7 - SCMS DIVISION'S INTERNAL RD&T NETWORK

SCMS maintains an unclassified Research and Development Test and Evaluation (RDT&E) computer network to develop and test technologies and applications on a system separate from any customer or Navy-wide networks as well as support the project engineering activities performed by the Government. This allows SCMS to perform testing without interfering with customer systems or putting demands on customer resources. This includes all the requirements of the systems administration task plus the benefits of having absolute control over a network without answering to another customer's needs.

The SCMS network consists of network server infrastructure (approximately 60 servers) to support Structured Query Language (SQL) databases and custom applications that support the project management, engineering, and logistics teams for approximately 300 active projects as well as internal and external SharePoint environments to support collaboration. Combined with approximately 400 on-site workstations and 60 printers, the network provides the following capabilities for over 800 users:

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION C –PERFORMANCE WORK STATEMENT

- a. Team-based engineering Computer Aided Design (CAD) and libraries using SolidWorks and AutoCAD products.
- b. File and data storage for Project Test and Engineering data.
- c. Print services, including 3D printing and high end graphics.
- d. Mobility access using Blackberry Enterprise server and iOS Good application.
- e. Video teleconferencing services for systems development.
- f. IA (Certification and Accreditation (C&A), IA Vulnerability Management (IAVM) Compliance, scanning/hardening Risk Management Framework (RMF) Packages).
- g. Integrated project team collaboration and communication suite to include Microsoft Exchange/email, Skype for Business, and SharePoint w/automated workflows and database access.
- h. General office productivity desktops (Windows 10 Enterprise).
- i. Graphics workstations for CAD and desktop publishing (Windows 10).
- j. Virtual Private Network (VPN) connectivity for up to 100 remote users at a time.

The contractor shall maintain the network architecture to include workstations, servers, network security, email, cable plant, and software licenses, as well as to propose and execute recommendations for upgrading the overall infrastructure. Activities shall include:

1. Troubleshooting.
2. Equipment technical evaluation.
3. Password resets.
4. User account management.
5. Trouble ticket management.
6. Install, remove, or change workstations, printers, scanners, servers, etc.
7. Support installation of “Good for Enterprise” applications on iOS devices as well as associated Blackberry Enterprise Server.
8. Maintain server, desktop, appliance, and printer hardware.
9. Monitor, purchase, and maintain supply of consumables for the network hardware including printer toner/ink/drums, patch cables, etc.
10. Maintain and troubleshoot network--connected audiovisual video teleconferencing multimedia endpoints.

All personnel requiring physical access to SCMS network assets to perform their function, as well as all help desk personnel, shall be physically located on-site in St. Inigoes, MD, at SCMS-provided facilities. Core support hours are 0730-1700 Monday through Friday. On the 3rd Friday of every month that contractor shall perform a patch/upgrade with a corresponding outage that lasts from 1630-2359.

SECTION C –PERFORMANCE WORK STATEMENT

C.3.7.1 SUBTASK 1 –HELP DESK

The contractor shall provide help desk support for the SCMS Internal Network and as needed for customer solutions. The SCMS Internal Network is located at Webster Field, St. Inigoes, MD. The two primary areas of support are for LAN administration and for equipment failures. Approximately 2,000 help desk actions are performed annually. Help desk actions can be initiated by a user phone call, email, in-person, or via an in-house trouble reporting/ticketing system. The Government uses a tiered approach with the contractor receiving the initial contact, followed by technical escalation to a contractor technical expert, and as necessary, to the Government contact. The contractor shall provide the following support:

- a. Field incoming help desk requests and assign actions to appropriate team member based on the nature of the request and required skills needed for resolution, (e.g., desktop hardware, software, user access, etc.) to support daily LAN/WAN administration and operations within the SCMS division.
- b. Initiate, update, and close trouble reports for help desk actions using the SCMS in-house trouble reporting SharePoint application.

C.3.7.2 SUBTASK 2 - NETWORK AND SERVER ADMINISTRATION

The contractor shall perform all Operations and Maintenance (O&M) functions required to keep the SCMS network/server infrastructure fully operational. This infrastructure includes network-attached servers, network storage, network appliances, network-attached printers, and associated in-building cable plant to include fiber and CAT5 copper cabling. NOTE: All network switches and routers are controlled and maintained separately by the NAVAIR enterprise. See **Section J, Attachment U** for the hardware/software list. The contractor shall provide the following types of support:

- a. Perform routine maintenance.
- b. Troubleshoot hardware and software performance issues, isolating root cause and implementing corrective actions; this includes “ruling out” SCMS assets as cause for performance issues.
- c. Install and configure hardware and software.
- d. Maintain Microsoft Active Directory structure and rights, to include adding new accounts and deleting dormant accounts and managing Organizational Units (OUs) for permissions for specific project and user groups.
- e. Perform backup and restoration of server data and equipment configurations (daily, weekly, monthly, and ad-hoc)
- f. Installing patches and software updates.
- g. Perform server room cable plant grooms.
- h. Troubleshoot and isolate cable plant issues and implement repairs.
- i. Move existing network drops and install additional cable plant network drops as needed (approximately 50 actions/year).
- j. Purchase and manage required materials.

SECTION C –PERFORMANCE WORK STATEMENT

- k. Manage accounts and access to systems and equipment.
- l. Manage systems resources including performance, capacity, availability, serviceability, and recoverability.
- m. Maintain system administration SOPs.
- n. Manage the installation and integration of systems fixes, updates, and enhancements.
- o. Maintain configuration documentation of systems and equipment.
- p. Monitor network server performance and adjust server load balancing as required.
- q. Monitor and analyze audit logs, report any irregularities.
- r. Monitor server disk storage (by user and by program) including temporary storage requirements (print queues, etc.) and adjust allocations as necessary, archiving and deleting unneeded files.

C.3.7.3 SUBTASK 3 – DESKTOP ADMINISTRATION

The contractor shall perform all O&M functions required to keep the SCMS desktop infrastructure fully operational. This infrastructure includes desktop computers, graphics workstations, monitors, standalone printers, conference room Audio Visual (AV) equipment, Keyboard Video Mouse (KVM) switches, tablet computers, peripherals, and associated cabling. Specific functions include:

- a. Perform routine maintenance.
- b. Troubleshoot desktop hardware and software performance issues, isolating root cause and implementing corrective actions.
- c. Install and configure desktop hardware and software, including peripherals.
- d. Troubleshoot conference room AV system performance issues (including Crestron control panels and Cisco telepresence devices), isolating the root cause and implementing corrective actions.

C.3.7.4 SUBTASK 4 - TECH REFRESH SUPPORT

The SCMS Internal Network may require the replacement of network or user desktop equipment on a continuing but irregular basis. This may be caused by technological obsolescence, the end of manufacturer's support, or most often, unpredictable security directives requiring the removal of threatened equipment.

The contractor shall:

- a. Review, annually, the state of the SCMS network and propose proactive technology refreshes to improve reliability and maintainability by leveraging the efficiencies and addressing performance issues associated with aging hardware and parts obsolescence issues.
- b. Develop technical refresh approaches on an ad-hoc basis as a result of unplanned obsolescence or in reaction to security directives (e.g., Windows 10 upgrade mandate being executed in Fiscal Year (FY) 17).

SECTION C – PERFORMANCE WORK STATEMENT

- c. Execute approved technical refresh of hardware and software to include the purchase of required material.

C.3.7.5 SUBTASK 5 – SCMS LAN CONFIGURATION MANAGEMENT

The contractor shall provide the following type of support for this subtask:

- a. Identify and document physical hardware and software characteristics of the SCMS LAN and maintain synchronization with physical configuration changes.
- b. Maintain CM baseline of SCMS LAN configuration, documenting all changes in Government-provided configuration management system.
- c. Develop change request proposals, as needed, to support monthly Configuration Control Board (CCB) meetings.
- d. Conduct annual PCAs to verify hardware Configuration Items (CIs) and Computer Software Configuration Item (CSCIs).

C.3.7.6 SUBTASK 6 – SCMS LAN CYBERSECURITY SUPPORT

The contractor shall provide the following type of support for this subtask:

- a. Conduct continuous monitoring activities on SCMS network assets per RMF guidance.
- b. Perform routine security patching of all SCMS network assets on a monthly basis to maintain compliance with applicable DoD, Department of Navy (DoN) Security Technical Implementation Guide (STIGs), and Information Assurance Vulnerability Alert (IAVAs).
- c. Perform expedited security patching of all SCMS network assets on an as-needed basis to maintain compliance with urgent DoD and DoN STIGs and IAVAs.
- d. Develop, maintain, and implement IA/security standards and procedures for the SCMS network.
- e. Maintain disaster recovery plans and processes for the SCMS network.

C.3.8 TASK 8 – APPLICATIONS DEVELOPMENT/OPERATIONS SUPPORT

Applications development involves the creation of specialized tools based on common software environments such as SharePoint, Oracle Forms, Java EE, Cold Fusion, and others. The bulk of the efforts involve either user interface development or database management. This does not generally include coding or software development. Tools for customer projects shall be procured as part of the project and tools for the internal LAN will be provided by SCMS. The contractor shall provide the following types of support for this Task Area:

- a. Develop customer-hosted applications or configure and tailor existing software applications to meet the requirements of TARCES systems.
- b. Develop SharePoint-based SCMS management tools, maintain SCMS databases, process schedules, monitor batch processes and interfaces, and execute daily and nightly Oracle Forms batch job runs.
- c. Develop documentation and conduct user training/familiarization on developed

SECTION C – PERFORMANCE WORK STATEMENT

applications.

C.3.9 TASK 9 – CYBER SECURITY

The contractor shall advise on the selection of cybersecurity measures associated with the protection of SCMS IT projects and programs. During the development phase, the contractor shall perform routine security patching to comply with applicable DoD and DoN STIGs and IAVAs. To this end, the contractor shall provide the following type of support:

- a. Use network monitoring tools and technical measures to protect and defend information and information systems by ensuring availability, integrity, authentication, confidentiality, and non-repudiation.
- b. Provide for restoration of information system by incorporation protection, detection, and reaction capabilities.
- c. Perform configuration audits to validate systems are compliant with currently approved DoD governing policies when directed.
- d. Determine and provide security solutions.
- e. Provide Intelligence and Security (I&S) certification support; maintain artifacts through life of system accreditation.
- f. Maintain adherence to current RMFs.
- g. Perform vulnerability analysis and occasionally perform penetration testing on customer systems and networks as well as track cyber threats.
- h. Maintain patches and upgrades for associated systems.

C.3.10 TASK 10 – INFORMATION ASSURANCE (IA)

IA is a distinct aspect of cybersecurity pursuant to the Government's granting of an Authority to Test (ATT) or Authority to Operate (ATO). This includes:

- a. Defining the certification and accreditation requirements, preparation of required artifacts, submitting accreditation packages into the DISA Enterprise Mission Assurance Support Service (eMASS) system, and implementing and validating IA controls.
- b. Performing corrective actions and coordination with the Designated Approving Authority (DAA) or Authorizing Official (AO).
- c. Develop the documentation necessary to submit RMF packages or Defense Information Assurance Certification and Accreditation Process (DIACAP) for the purpose of receiving ATT or ATO letters from the appropriate DAA.

The contractor shall work with customers to identify any unique cybersecurity requirements and ensure activities and artifacts are aligned with those requirements.

C.3.11 TASK 11 – INFRASTRUCTURE AND CABLE PLANT TECHNOLOGY

The contractor shall provide services in support of the design and upgrade of facilities which are used to primarily house TARCES systems and equipment. The contractor shall also provide services related to the design and installation of TARCES facility cable plant and/or premises distribution systems. The contractor shall:

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION C –PERFORMANCE WORK STATEMENT

- a. Conduct or review infrastructure site surveys at SCMS Division-designated locations. The contractor shall document architectural designs, operation assessments, and conceptual alternatives of the infrastructure and its access control hardware/software technology.
- b. Identify layout, space considerations, cable plant layout, and structural considerations. Identify and review available power, physical, environmental, and security constraints. The contractor shall identify the organization's POC for supporting the design, upgrade, operations, and maintenance.
- c. Document an Implementation Plan including a POA&M for modernization and upgrade.
- d. Assist in the development of supporting project documentation detailing modifications made to the infrastructure (e.g. CAD drawings of room layout, or other details) utilizing SCMS Division-furnished criteria.
- e. Conduct or review facility requirements analyses. The contractor shall evaluate the facility and its supporting structures' capability to meet operational requirements. The contractor shall conduct surveys at potential installation sites at SCMS Division designated locations to document architectural designs and conceptual alternatives, and design options and operational assessments.
- f. Provide technical support at meetings with architect and engineering contractors, construction contractors, and Public Works representatives that may be involved in the infrastructure and access control technology design and upgrade.
- g. Conduct or review cable plant requirements analyses. Evaluate the cable plant's capability to meet operational requirements. Conduct or review infrastructure site surveys at potential installation sites as designated by the SCMS Division to determine and document cable plant designs and conceptual cable plant alternatives, design options, and operational assessments. Identify facility layout, space and structural considerations that would impact cable plant design/installation.
- h. Assist in the design and documentation of the cable plant/premises distribution system and access control system technologies. For each design, a detailed Material Equipment List (MEL) shall be developed.
- i. Identify, acquire, install, and test cable plant components and equipment and access control system technologies in SCMS Division-designated areas. Depending on site-unique requirements, cable plants and access control systems may require facility alteration, mounting of conduit, or other physical modifications.
- j. Revise documentation for the installed cable plant, including as-builts and any structural modifications.

C.3.12 TASK 12 – ENGINEERING SOLUTION SUPPORT

This task is intended to cover ancillary engineering efforts that support the installation of the Telecommunications Solutions. Many projects involve radio, antenna, and other systems that require engineering knowledge and skills outside the IT arena. Projects frequently require designing mechanical brackets, structures, and consoles to meet strength, weight, and other

SECTION C –PERFORMANCE WORK STATEMENT

requirements. Aviation and vehicle systems are typical areas with advanced structural design requirements. The contractor shall provide the following support:

- a. Design, develop, prototype, and modify components on systems, subsystems, associated C-E equipment, and the shelters/enclosure/platforms intended to house or transport such systems.
- b. Perform circuit board design and layout.
- c. Utilize microcontrollers and Field Programmable Gate Array (FPGA) systems.
- d. Provide CAD drawings and drawing packages including:
 1. Providing configuration control processes for drawing management.
 2. Supporting design reviews and PCAs.
- e. Provide packaging strategies to house and transports SCMS-developed systems.
- f. Advise on the selection of non-IT equipment necessary for the development of customer systems.
- g. Supply brackets, consoles, and racks IAW MIL-STD-810 and FAA D.O.160 requirements.
- h. Identify suitable equipment for procurement.
- i. Limited procurements through material Purchase Requests (PRs) are an important part of providing rapid and flexible execution of projects. The contractor shall provide the following support.
 1. Identify multiple procurement sources for software, hardware, and equipment.
 2. Interface with and update the Government's hardware and software acquisition management systems to upload/download data on each item procured under the Tools and ODCs CLINs, print reports/forms, and to receive and transfer digital files with Government systems in conjunction with the required Task Areas.
 3. Provide support to SCMS for the purchasing and management of software, equipment, and material, to include market research, recommendations, maintaining a list of required items, monitoring and tracking, maintaining accurate inventory records using the Government's tracking system, and purchasing.
 4. Track and manage warranties and software licenses.

C.3.13 TASK 13 – SOFTWARE ENGINEERING

The contractor shall define and perform efforts to configure and tailor existing software applications, or to develop new software applications to meet the needs of TARCES systems. The configuration and programming activities will be determined by the specific software solution and the required functionality. Software efforts are typically application development for use on Android or IOS platforms, or embedded software which facilitates the interoperability of TARCES system components. The contractor shall:

- a. Define and document the detailed functional and performance requirements and the system/subsystem/module specifications as applicable.

SECTION C –PERFORMANCE WORK STATEMENT

- b. Define and document data inputs and sources, user interface formats/display layouts, processing requirements, data flow/storage requirements, data outputs and destinations, network architecture requirements/components, proposed programming language(s), and network/information security.
- c. Employ software development best practices that emphasize iterative coding/testing, configuration management of software requirements, traceability of software functionality and testing to operational requirements, documentation, and conduct of user training/familiarization.
- d. Communicate and collaborate with SCMS and external stakeholders throughout this process; prepare for and participate in discussions, technical interchange meetings, and other forums at various stages to review progress; and participate in a review of the resulting products with project stakeholders.
- e. Provide a completed TARCES system or sub-system. (**Section F, Deliverable 49**)

SECTION D - PACKAGING AND MARKING

D.1 PACKAGING AND MARKING OF REPORTS

All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation, if any, shall be prepared for shipment in accordance with the National Industry Security Program Operating Manual, DoD 5220.22-M.

The contractor shall prominently display on the cover of each report the following information:

- a. Name and business address of contractor.
- b. Contract Number/Delivery/TO number/TDL number.
- c. Name of sponsoring individual.
- d. Name and address of requiring activity.

D.2 PROHIBITED PACKING MATERIALS

The use of asbestos, excelsior, newspaper or shredded paper (all types including waxed paper, computer paper and similar hygroscopic or non-neutral material) is prohibited. In addition, loose fill polystyrene is prohibited for shipboard use.

D.3 PRESERVATION, PACKAGING, PACKING AND MARKING

- a. Preservation, packaging and packing shall conform to prevailing industry standards for the type of commodity purchased under this contract.
- b. All packages will be clearly marked with applicable contract number/delivery order number, and will contain appropriate packing slip. All deliveries will be marked for and/or consigned as follows: N/A
- c. In the event of any discrepancy in material shipped (overage, technical rejection, damage), the contractor shall, immediately upon request of the Contracting Officer, furnish disposition instructions. Normally, such disposition instruction shall be a properly completed Commercial Bill of Lading, which includes, but is not limited to, the mode of shipment, routing, special handling, and so forth.
- d. If the contractor is required to install equipment upon delivery, then the contractor shall inform the Government of the date of shipment from the contractor's facilities and the anticipated date of arrival at the site. This report shall be made no later than the actual date that the shipment is made from the contractor's facilities. The report may be made by facsimile or e-mail, to the point of contact listed in Section G. All transportation, rigging, drayage, packing, unpacking, and handling necessary to accomplish the installation shall be the responsibility of the contractor.

D.4 PACKAGING REQUIREMENTS FOR SHIPMENTS CONTAINING NONMANUFACTURED WOOD PACKING MATERIALS

All non-manufactured, wooden pallets, reels, or containers shipped or used for shipment under this contract shall be heat treated and marked in accordance with the American Lumber Standards Committee, Incorporated Non-Manufactured Wood Packing Policy and Non-Manufactured Wood Packing Enforcement Regulations, both dated 30 May 2001.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performance, reports, and other deliverables under this TO will be performed by the FEDSIM COR and the SCMS TPOC.

E.2 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR and SCMS TPOC. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

E.3 BASIS OF ACCEPTANCE

The basis for acceptance shall be in compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

The final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved, through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables shall either be incorporated in the succeeding version of the deliverable, or the contractor shall explain to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the quality assurance requirements stated within this TO, the document may be rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

E.4 DRAFT DELIVERABLES

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

SECTION E - INSPECTION AND ACCEPTANCE

E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The FEDSIM CO/COR will provide written notification of acceptance or rejection (**Section J, Attachment G**) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.6 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies shall be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will document the issues associated with the non-conforming products or services in the award fee determination report, and there will be an associated reduction in the award fee earned.

SECTION F – DELIVERABLES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

- Base Period: February 5, 2018 to February 4, 2019
- Option Period 1: February 5, 2019 to February 4, 2020
- Option Period 2: February 5, 2020 to February 4, 2021
- Option Period 3: February 5, 2021 to February 4, 2022
- Option Period 4: February 5, 2022 to February 4, 2023

F.2 PLACE OF PERFORMANCE

Place of Performance is as follows:

- a. Most work performed by the contractor will be at a contractor-provide site located within 45 ground transportation miles of NAWCAD, Patuxent River, St. Inigoes, MD.
- b. Support for the SCMS internal network will provided on-site at NAWCAD, Patuxent River, St. Inigoes, MD.

The following travel shall be required over the life of the TO.

- a. The contractor may be required to provide support OCONUS. Locations examples are: Bahrain, Djibouti, Hawaii, Guam, Puerto Rico, and the U. S. Virgin Islands. Historically SCMS has required about 240 person trips per year, about 32 of which have been OCONUS.
- b. The contractor personnel permanently residing in Panzer Kaserne, Germany, will need to be managed through the DoD Contractor Personnel Office (DOCPER).
- c. For several projects, specifically the FBI Field Office upgrade and National Guard Bureau, the contractor could be required to travel to every U. S. state. The contractor shall provide all equipment, tooling, test equipment, office/facility furnishings and equipment, and transportation vehicles to support the Task Areas. The contractor shall be responsible for coordinating delivery of Government-provided equipment, i.e., integration materials and special purpose equipment, from the Government location to the designated contractor site. The contractor shall provide transportation vehicles to support and meet delivery and pickup of Government-provided equipment and integration materials when scheduled.

F.3 TASK ORDER SCHEDULE AND MILESTONE DATES

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO. The following abbreviations are used in this schedule:

DEL: Deliverable
IAW: In Accordance With
NLT: No Later Than
TOA: Task Order Award
N/A: Not Applicable

SECTION F DELIVERABLES OR PERFORMANCE

All references to days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

Data Rights Clause* - Abbreviations in this column of the table below shall be interpreted as follows:

UR: Unlimited Rights (252.227-7014)

For software or documents that may be either proprietary COTS or custom, RS/LD rights apply to proprietary COTS software or documents and UR rights apply to custom software or documents. The Government asserts UR rights to open source COTS software. Any collateral agreements (within the meaning of FAR 52.227-14) proposed for data, regardless of the type of rights offered, shall be subject to the requirements of TOR Section H.14.1 and H.14.2. For purposes of the foregoing, the terms “collateral agreement,” “Supplier Agreement,” and “Commercial Supplier Agreement” have the same meaning.

The contractor may request and the Government may grant different or more restrictive rights, such as SW rights, than are depicted in the following table. The Government does not assert any rights to management software tools if the contractor does not plan to charge the Government directly for that tool and does not propose that the Government will own or use that tool.

The contractor shall deliver the deliverables listed in the following table on the dates specified:

DEL. No.	MILESTONE/ DELIVERABLE	TOR REF.	COMPLETION/ DELIVERY TIMEFRAME	GOV'T RIGHTS*
	Project Start (PS)		At TOA	N/A
1	Kick-Off Meeting	C.3.1.2	Within 25 workdays of TOA	N/A
2	Kick-Off Meeting Agenda	C.3.1.3	At least three workdays prior to the Kick-Off Meeting	UR
3	Kickoff Meeting Minutes	C.3.1.2	Within three workdays of the meeting	UR
4	Monthly Status Report	C.3.1.3	Monthly 10 th calendar day of the next month)	UR
5	Monthly Technical Status Meeting	C.3.1.5	Monthly	N/A
6	Monthly Technical Status Meeting Minutes	C.3.1.5	5 workdays of Monthly Technical Status Meeting	UR
7	Draft Project Management Plan	C.3.1.6	Due at Kick-Off Meeting	UR
8	Final Project Management Plan	C.3.1.6	10 workdays after receipt of Government comments	UR

SECTION F DELIVERABLES OR PERFORMANCE

DEL. No.	MILESTONE/ DELIVERABLE	TOR REF.	COMPLETION/ DELIVERY TIMEFRAME	GOV'T RIGHTS*
9	Project Management Plan Updates	C.3.1.8	As project changes occur, no less frequently than annually	UR
10	Trip Report(s)	C.3.1.9	Within 10 workdays following completion of each trip	UR
11	Financial Reporting	C.3.1.10	Semi-monthly	UR
12	Updated Baseline Quality Control Plan	C.3.1.11	Due at Kick-Off Meeting	UR
13	Final Baseline Quality Control Plan	C.3.1.11	10 workdays after receipt of Government comments	UR
14	Quality Control Plan Updates	C.3.1.11	As changes in program processes are identified	UR
15	Project Kick-Off Meeting	C.3.1.13	After receipt of a Project request	N/A
16	Project Kick-Off Agenda	C.3.1.13	Three workdays before the meeting	UR
17	Draft Project Plan	C.3.1.13 & C.3.1.14	At the Project Kick-Off Meeting	UR
18	Project Kick-Off Meeting Minutes	C.3.1.13	Three workday after the meeting	UR
19	Final Project Plan	C.3.1.14	In accordance with Section E	UR
20	Project Plan Updates	C.3.1.14	Within five workdays of changing events	UR
21	Updated Draft Transition-In Plan	C.3.2	Due at Kick-Off Meeting	UR
22	Final Transition-In Plan	C.3.2	10 workdays after receipt of Government comments	UR
23	Draft Transition-Out Plan	C.3.3	Within six months of PS	UR
24	Transition-Out Plan Updates	C.3.3	Annually and then quarterly during final Option Period	UR
25	Technology Reports	C.3.4	After new technology investigations	UR
26	Technical Risk Management Plan	C.3.4	IAW new customer Project Plans (PP)	UR

SECTION F DELIVERABLES OR PERFORMANCE

DEL. No.	MILESTONE/ DELIVERABLE	TOR REF.	COMPLETION/ DELIVERY TIMEFRAME	GOV'T RIGHTS*
27	Test & Evaluation Report	C.3.4	IAW new customer Project Plans (PP)	UR
28	Requirements Traceability Matrix (RTM)	C.3.4	IAW new customer Project Plans (PP)	UR
29	System Capability Analysis Documents	C.3.4	IAW new customer Project Plans (PP)	UR
30	Technical Analysis Report	C.3.4	IAW new customer Project Plans (PP)	UR
31	Technical Documentation	C.3.4	IAW new customer Project Plans (PP)	UR
32	Material Equipment List (MEL)	C.3.4	IAW new customer Project Plans (PP)	UR
33	POA&M	C.3.4	IAW new customer Project Plans (PP)	UR
34	Mock-up/Prototypes	C.3.4	IAW new customer Project Plans (PP)	UR
35	Integration Plans	C.3.4	IAW new customer Project Plans (PP)	UR
36	Training Plans/Materials, Curriculum	C.3.4	IAW new customer Project Plans (PP)	UR
37	Conduct Training	C.3.4	IAW new customer Project Plans (PP)	N/A
38	Installation Plan	C.3.4	IAW new customer Project Plans (PP)	UR
39	Test Procedures	C.3.4	IAW new customer Project Plans (PP)	UR
40	Test Plans	C.3.4	IAW new customer Project Plans (PP)	UR
41	Test Methodologies	C.3.4	IAW new customer Project Plans (PP)	UR
42	Test Specifications	C.3.4	IAW new customer Project Plans (PP)	UR
43	Test Reports	C.3.4	IAW new customer Project Plans (PP)	UR

SECTION F DELIVERABLES OR PERFORMANCE

DEL. No.	MILESTONE/ DELIVERABLE	TOR REF.	COMPLETION/ DELIVERY TIMEFRAME	GOV'T RIGHTS*
44	Test & Evaluation Master Plan (TEMP)	C.3.4	IAW new customer Project Plans (PP)	UR
45	Technical Inputs for Material Documents	C.3.4	IAW new customer Project Plans (PP)	UR
46	Current List of Required Hardware Items	C.3.4	IAW new customer Project Plans (PP)	UR
47	Life-Cycle Sustainment Plans	C.3.4	IAW new customer Project Plans (PP)	UR
48	Inventory Records	C.3.4	IAW new customer Project Plans (PP)	UR
49	New TARCES Systems	C.3.4.5	IAW new customer Project Plans (PP)	UR
50	Copy of TO (initial award and all modifications)	F.4	Within 10 workdays of award	N/A

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-conforming markings in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7013 and 252.227-7014.

F.4 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, within ten workdays from the date of the FEDSIM CO's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document (**Section F, Deliverable 50**) with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 United States Code (U.S.C.) § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall explain why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

SECTION F – DELIVERABLES OR PERFORMANCE

GSA will carefully consider all contractor-proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.5 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by electronic mail (email) and removable electronic media, as well as placing in the NAVAIR SCMS designated repository. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- | | |
|-----------------|------------------------------|
| a. Text | MS Word, Google Docs |
| b. Spreadsheets | MS Excel, Google Sheets |
| c. Briefings | MS PowerPoint, Google Slides |
| d. Drawings | MS Visio, Google Drawings |
| e. Schedules | MS Project, Smartsheet |

F.6 PLACE(S) OF DELIVERY

Copies of all deliverables shall be delivered to the FEDSIM CO and COR at the following address:

GSA FAS AAS FEDSIM
ATTN: Annmarie Macbride, COR (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (703) 589-2913
Email: Annmarie.macbride@gsa.gov

Copies of all deliverables shall also be delivered to the SCMS TPOC. The SCMS TPOC name, address, and contact information will be provided at award.

F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (**Section J, Attachment D**) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

F.8 EXTENDED WORK HOURS

This TO may require the use of extended work hours to support Field support and Maintenance, Engineering, and Facilities (ME&F) efforts. Extended work hours are defined as time exceeding the standard eight hours per day or 40 hours per work week per person. Extended work hours may be required to provide up to 24 hours per day, seven days per week coverage during deployments, contingency operations, hostilities, war, national emergencies or other unusual critical operations. Extended work hours may be required to respond to unscheduled critical Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION F – DELIVERABLES OR PERFORMANCE

maintenance and testing, which exceed the normal eight hour day or 40 hours per work week per person when it would not be practical to adjust the following workweek schedule to average 40 hours per week per person. The contractor shall schedule resources to minimize the use of extended work hours. Except for emergency work, extended work hours will not be paid without the FEDSIM COR's written approval prior to start of work. All requests for scheduling extended work hours shall be in writing and submitted by the contractor from the Program Management Office (PMO) to the GSA FEDSIM COR for approval prior to incurring any billable extended work hours.

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 CONTRACTING OFFICER’S REPRESENTATIVE (COR)

The FEDSIM CO appointed a FEDSIM COR in writing through a COR Appointment Letter (**Section J, Attachment A**). The FEDSIM COR will receive, for the Government, all work called for by the TO and will represent the FEDSIM CO in the technical phases of the work. The FEDSIM COR will provide no supervisory or instructional assistance to contractor personnel.

The FEDSIM COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the FEDSIM CO by properly executed modifications to the Contract or the TO.

G.1.1 CONTRACT ADMINISTRATION

Contracting Officer (CO):

Patricia Stephens
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (202) 230-6389
Email: patricia.stephens@gsa.gov

Contracting Officer’s Representative (COR):

Annmarie MacBride
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (703) 589-2913
Email: annmarie.macbridge@gsa.gov

Technical Point of Contact (TPOC):

Michael Fitzgerald
NAVAIR SCMS
NAWCAD Code 4.11.4
17100 Webster Field Road, Bldg 8185
Saint Inigoes, MD 20684
Telephone: (301) 995-8417
Email: Michael.fitzgerald@navy.mil

Technical Point of Contact

Alternate (TPOC):

Sarah Moritz

NAVAIR SCMS

NAWCAD Code 4.11.4

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION G – CONTRACT ADMINISTRATION DATA

17100 Webster Field Road, Bldg 8185

Saint Inigoes, MD 20684

Telephone: (301) 995-9775

Email: sarah.moritz@navy.mil

G.2 INVOICE SUBMISSION

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT

SECTION G – CONTRACT ADMINISTRATION DATA

PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice:

Task Order Number: *(from GSA Form 300, Block 2)*

Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*

FEDSIM Project Number: 2017044NA

Project Title: SCMS TARCES

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information SysTem (ASSIST) to submit invoices. The contractor shall manually enter CLIN charges into TOS in the ASSIST Portal. Summary charges on invoices shall match the charges listed in TOS for all CLINs. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. The AASBS Help Desk should be contacted for support at 877-472-4877 (toll free) or by email at AASBS.helpdesk@gsa.gov. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment. A paper copy of the invoice is required for a credit.

G.3 INVOICE REQUIREMENTS

The contractor shall submit a draft copy of an invoice to the FEDSIM COR and SCMS TPOC for review prior to its submission to GSA. The draft invoice shall not be construed as a proper invoice in accordance with FAR 32.9 and GSAM 532.9.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion. Upon project completion, the contractor shall provide a final invoice status update monthly.

Regardless of contract type, the contractor shall report the following:

- a. GWAC Contract Number
- b. Task Order Award Number (NOT the Solicitation Number)
- c. Contractor Invoice Number
- d. Contractor Name

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION G – CONTRACT ADMINISTRATION DATA

- e. POC Information
- f. Current period of performance.
- g. Amount of invoice that was subcontracted.
- h. Amount of invoice that was subcontracted to a small business.
- i. Provide comments for deviation of charges in excess of 10 percent of estimates/expected values.

The contractor shall also provide backup spreadsheets that break down labor by Customer Project and TOR Task Area to assist with appropriation accountability.

G.3.1 COST-PLUS-AWARD-FEE (CPAF) CLINs (for LABOR)

The contractor may invoice monthly on the basis of cost incurred for the CPAF CLINs. The invoice shall include the period of performance covered by the invoice (all current charges shall be within the active period of performance) and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company
- c. Exempt or non-exempt designation
- d. Employee Alliant labor category
- e. Current monthly and total cumulative hours worked
- f. Direct Labor Rate
- g. Corresponding negotiated ceiling rate
- h. Effective hourly rate (e.g., cumulative costs/cumulative hours)
- i. Current approved billing rate percentages in support of costs billed
- j. Itemization of cost centers applied to each individual invoiced
- k. Itemized breakout of indirect costs (e.g., Fringe, Overhead (OH), General and Administrative (G&A) burdened costs for each individual invoiced (rollups are unacceptable)
- l. Any cost incurred not billed by CLIN (e.g., lagging costs)
- m. Labor adjustments from any previous months (e.g., timesheet corrections)

All cost presentations provided by the contractor in Excel shall show indirect charges itemized by individual with corresponding indirect rates with cost center information. The invoice detail shall be organized by CLIN.

SECTION G – CONTRACT ADMINISTRATION DATA

The contractor may invoice for fee after accepting the modification which includes the award fee determination and any corresponding deobligation of unearned fee. See the AFDP in **Section J, Attachment C** for additional information on the award fee determination process.

G.3.2 TOOLS AND OTHER DIRECT COSTS (ODCs)

The contractor may invoice monthly on the basis of cost incurred for the Tools and ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Request to Initiate Purchase (RIP) or Consent to Purchase (CTP) number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed by CLIN
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include OH charges, G&A charges and Fee in accordance with the contractor's Defense Contract Audit Agency (DCAA) cost disclosure statement.

G.3.3 TRAVEL

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulation (FTR) - prescribed by the GSA, for travel in the contiguous United States (U.S.).
- b. Joint Travel Regulations (JTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR/DSSR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date

SECTION G – CONTRACT ADMINISTRATION DATA

- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Total charges
- k. Explanation of variances exceeding ten percent of the approved versus actual costs
- l. Indirect handling rate

All cost presentations provided by the contractor shall also include OH charges and G&A charges in accordance with the contractor's DCAA cost disclosure statement.

G.4 TASK ORDER CLOSEOUT

The Government will unilaterally close out the TO six years no later than the end of the TO period of performance if the contractor does not provide final DCAA rates by that time.

SECTION H SPECIAL CONTRACT REQUIREMENTS

H.1 KEY PERSONNEL

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO.

- a. Program Manager (PM) – (b) (6)
- b. Senior Network Engineer (b) (6)
- c. Senior Information Assurance (IA) Analyst (b) (6)
- d. Senior Electronics Engineer (b) (6)
- e. Senior Network Specialist (b) (6)
- f. Senior Software Engineer (b) (6)

The Government requires that Key Personnel be assigned for the duration of the TO. Key personnel substitution shall be in accordance with **Section H.1.6, Key Personnel Substitution**. The contractor may propose a maximum of three additional Key Personnel to support its solution.

H.1.1 PROGRAM MANAGER (PM)

The PM shall act as the overall lead, manager, and administrator for the contracted effort. The PM shall direct efforts of cross-competency teams, to include contractors at multiple locations, and shall serve as the primary interface and POC with Government program authorities and representatives on technical and project issues. The PM shall be responsible for regularly briefing leadership on program status and milestones. The PM shall oversee contractor personnel project operations by developing procedures, planning and directing execution of the contractual, technical, programming, maintenance, and administrative support effort, and monitoring and reporting progress. The PM shall manage acquisition and employment of project resources and control financial and administrative aspects of the project.

It is required that the PM has the following qualifications:

- a. Bachelor’s degree in engineering, computer science, or other related technical field or Bachelor’s degree in a business or management-related field accompanied by experience managing complex engineering TOs.
- b. Eight years of experience managing complex engineering projects of a similar size and scope.
- c. Active TS clearance.

It is desired that the PM has the following qualifications:

- a. Master’s degree in engineering, computer science, or other related technical field.
- b. Project Management Professional (PMP) certification.
- c. A minimum, eight years of experience in a military environment performing in a related subject area (engineering, computer science, etc.) to that of the TOR.
- d. A minimum of four years of experience working as a contractor Program Manager supporting Government requirements similar to the TOR.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1.2 SENIOR NETWORK ENGINEER

The Senior Network Engineer shall serve as a team leader for the support of tasks that involves engineering development, integration and interface design analysis, installation, integration, fielding and field analysis, operations, maintenance, and testing of hardware and software. The Senior Network Engineer shall perform system-level design and configuration of products including determination of hardware, operating system, and other platform specifications to meet project requirements while maintaining interoperability with existing sponsor network(s). The Senior Network Engineer shall plan large-scale systems projects through contractor comparison and trade/cost studies. The Senior Network Engineer shall perform a variety of network engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, and shall often be called on to troubleshoot unique or complex problems.

It is required that the Senior Network Engineer has the following qualifications:

- a. Bachelor's degree in a related technical field.
- b. Certified Information Systems Security Professional (CISSP) or Cisco Certified Networking Professional (CCNP).
- c. Active TS clearance.

It is desired that the Senior Network Engineer has the following qualifications:

- a. Cisco Certified Internetwork Expert (CCIE) certification.
- b. Microsoft Certified Solutions Expert (MCSE) certification.
- c. A minimum of two years of experience writing and briefing senior leaders.
- d. A minimum of five years of experience designing local, regional, WAN, and network systems and subsystems supporting voice, video, data, and imagery information.
- e. A minimum of two years of experience leading teams of network engineers.
- f. A minimum of two years working with DoD IA policy and guidelines and applying their implications on network architecture design and configuration.

H.1.3 SENIOR INFORMATION ASSURANCE (IA) ANALYST

The Senior IA Analyst shall serve as a team leader for support that involves the analysis of the IA posture of TARCES systems and for the SCMS Internal Network in support of system certification and accreditation. This support includes analysis of networks/systems, development of secure networks/systems, and integration, testing, and maintenance of the networks/systems. The Senior IA Analyst shall lead the development of system IA documentation to support certification of compliance to applicable standards including RMF, NIST, DIACAP, Director of Central Intelligence Directive (DCID) 6/9, and Intelligence Community Directive (ICD 503). The Senior IA Analyst shall balance the competing requirements of IA policy against system usability and shall develop and defend solutions that adequately manage IA risk while meeting overall system performance and interoperability requirements.

It is required that the Senior IA Analyst has the following qualifications:

- a. Five years of direct experience with all phases of IA and accreditation processes for TS.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

- b. Led teams of IA analysts to successfully complete the entire certification and accreditation (C&A) or assessment and authorization (A&A) process, receiving an Authority to Operate (ATO) for at least one new system implementation (not re-accreditations of existing networks) using the ICD 503, DIACAP, NIST, or RMF processes.
- c. CISSP.
- d. Active TS clearance.

It is desired that the Senior IA Analyst has the following qualifications:

- a. Bachelor's degree in a related technical field.
- b. A minimum of four years of experience briefing senior leadership on IA issues.
- c. Has completed a project utilizing eMASS for requirements similar to the TOR.

H.1.4 SENIOR ELECTRONICS ENGINEER

The Senior Electronics Engineer shall serve as a team leader for the support of tasks that involve the design, development, installation, integration, operational maintenance, and testing of baseband, RF, and electrical power and other systems. The Senior Electronics Engineer shall perform system-level design and configuration of products including determination of hardware and other platform specifications to meet project requirements while maintaining interoperability with existing sponsor systems. The Senior Electronics Engineer shall plan large-scale projects through contractor comparison and trade/cost studies. The Senior Electronics Engineer shall perform a variety of electronics engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, and shall often be called on to troubleshoot unique or complex problems.

It is required that the Senior Electronics Engineer has the following qualifications:

- a. Bachelor's degree in an electronics-related technical field.
- b. A minimum of eight years of experience leading teams of engineers for requirements similar to the TOR.
- c. Active TS clearance.

It is desired that the Senior Electronics Engineer has the following qualifications:

- a. Experience with RF propagation modeling or antenna coverage modeling tools.
- b. Experience with circuit board design and layout.
- c. Experience with microcontroller or Field Programmable Gate Array (FPGA) programming.
- d. A minimum of two years of experience briefing senior leaders.
- e. A minimum of two years of experience with risk analysis as an electronics engineer.

H.1.5 SENIOR NETWORK SPECIALIST

Management of the SCMS internal network is a fundamental task on this contract and one which requires a dedicated specialist to coordinate and monitor the members of that team. The

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

PAGE H-3

SECTION H – SPECIAL CONTRACT REQUIREMENTS

specialist will serve as the primary POC between the team and Government LAN personnel. The specialist shall provide technical guidance for directing and monitoring the SCMS internal network and building, installing, or implementing new network features or systems, direct the compilation of records and reports concerning network operations and maintenance, utilize software and hardware tools to identify and diagnose complex problems affecting network performance, and monitor and respond to hardware, software, and network problems.

It is required that the Senior Network Specialist has the following qualifications:

- a. Associate's degree in computer engineering, computer science, network management, or related field.
- b. A minimum of five years of experience working with a LAN that serves at least 100 users.
- c. Security+ and Cisco Certified Network Associate (CCNA) certifications.
- d. Active TS clearance.

Desirable:

- a. A minimum of four years of experience managing a team of IT and LAN personnel on requirements similar to those of the TOR.
- b. A minimum of four years of experience working with Virtual Machines (VM), Virtual Desktop Infrastructure (VDI), CAC authentication, Big IP, Microsoft SharePoint administration and troubleshooting, and converged networking.

H.1.6 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the FEDSIM CO. Prior to utilizing other than Key personnel specified in proposals in response to a TOR, the contractor shall notify the FEDSIM CO and the FEDSIM COR in accordance with the TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel substituted. If the FEDSIM CO and the FEDSIM COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination.

H.2 GOVERNMENT-FURNISHED PROPERTY (GFP)

The GFP is listed in **Section J, Attachment U**. The Government will make available to the contractor office space for approximately 25 Full-Time Equivalents (FTEs) to be located at NAWCAD, St. Inigoes, MD, for on-site work requirements. The contractor shall provide all equipment, tooling, test equipment, and office/facility furnishings and computers required to support the Task Area requirements.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

If the contractor chooses to alter the work area in any manner, it shall have prior approval from the on-site SCMS TPOC and FEDSIM COR. The contractor shall be responsible for the cost of any modifications approved. On a limited, case-by-case basis, special purpose equipment may be provided for use in the verification of Government-furnished TARCES equipment/systems and subsystems.

H.3 GOVERNMENT-FURNISHED INFORMATION (GFI)

The Government will provide all necessary information, data, and documents to the contractor for work required under this TO upon award and at initiation of a new project. Government-furnished information shall include, but is not limited to:

- a. Current project information, including designs, drawings, test plans and data, installation plans, and maintenance plans.
- b. Hardware and software lists for current hardware and software being used with TARCES projects.
- c. Government standards and policies.
- d. Standard operating procedures.
- e. Schedules for current projects.

The contractor shall use GFI, data, and documents only for performing work under this TO, and shall be responsible for returning all GFI, data, and documents to the Government at the end of the performance period. The contractor shall not release GFI, data, and documents to outside parties without the prior and explicit consent of the FEDSIM CO. GFI will be provided electronically as needed.

H.4 SECURITY REQUIREMENTS

Only U.S. citizens may perform under this intended TO. The contractor shall conform to the provisions of DoD 5220.22-M, National Industrial Security Program, Operating Manual, and shall obtain security clearances for contractor employees requiring access to classified information and/or entry to controlled areas as set forth in the labor category requirements and the contract DD Form 254 (provided after award).

Overarching security requirements and contractor access to classified information shall be as specified in the Department of Defense Contract Security Classification Specification, DD Form 254 (provided after award). The Government requires a TS facility with Secret level of safeguarding required within 30 days after TOA. As work is performed, the contractor shall require access to the following:

- a. Communications Security (COMSEC) Information and Account
- b. Intelligence Information – Non-SCI
- c. North Atlantic Treaty Organization (NATO) Information
- d. For Official Use Only (FOUO) Information
- e. Secret Internet Protocol Network (SIPRNET)
- f. Use of Secure Terminal Equipment (STE)

SECTION H – SPECIAL CONTRACT REQUIREMENTS

- g. Receive and generate classified material
- h. Fabricate, modify, or store classified hardware
- i. U.S. Classified information outside the U.S., Puerto Rico, U.S. Possessions and Trust Territories
- j. Use of Defense Technical Information Center (DTIC) services
- k. Require a COMSEC Account
- l. TEMPEST Requirements
- m. Authorized to use the Defense Courier Service

The contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of controlled unclassified and classified information and to control distribution of controlled unclassified and classified information in accordance with in accordance with the National Industrial Security Program Operating Manual (NISPOM) and DoD Manual (DoDM) 5200.01, Information Security Manual. The DoD Contract Security Classification Specification, DD Form 254 (provided at award), defines program specific security requirements. All controlled unclassified information shall be appropriately identified and marked as FOUO in accordance with DoDM 5200.01, Information Security Program: Controlled Unclassified Information (CUI) Volume 4 (enclosure 3) and DoD 5400.7-R (Freedom of Information Act Regulation) (Chapter 3). All contractor facilities shall provide an appropriate means of storage for controlled unclassified and classified documents, equipment, and materials in accordance with Operations Security (OPSEC) requirements.

FOUO information generated and/or provided under this contract shall be marked and safeguarded as specified in DoDM 5200.01 (DoD Information Security Program: Controlled Unclassified Information (CUI)) Vol. 4 (enclosure 3 pages 11-17) available at http://www.dtic.mil/whs/directives/corres/pdf/520001_vol4.pdf and DoD 5400.7-R, Freedom of Information Program Chapter 3 (pages 31-42) available at <http://www.dtic.mil/whs/directives/corres/pdf/540007r.pdf>.

All controlled unclassified technical information shall be appropriately identified and marked with the distribution statement identified on the source document or as directed by the FEDSIM COR and SCMS TPOC.

H.4.1 SECURITY CLEARANCES

In general, all necessary facility and employee security clearances shall be at the expense of the contractor. The contractor shall comply with all security requirements to include those specified on the final DD Form 254 provided at award.

All contractor personnel must be eligible to perform Non-Critical Sensitive work as defined by Secretary of the Navy (SECNAV) Manual 5510.30. Contractor personnel who work from a Government site, or have Government IT system access requirements, shall have a favorably adjudicated Tier-2 investigation from the Office of Personnel Management (OPM). The contractor shall submit a request for personnel security investigation to the NAVAIR Security Office. The NAVAIR Security Office will initiate the Contractor's Electronic Questionnaire for Investigations Processing (eQIP) and conducted a preliminary screening of the contractor's eQIP for suitability and derogatory information. The contractor employee shall provide all requested

Task Order 47QFCA18F0026

Modification PS15

PAGE H-6

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

information pursuant to the Privacy Act of 1974. The NAVAIR Security Office may deny the contractor access to Government facilities and IT and may prohibit the contractor from performance of sensitive duties for failure to provide requested information or when derogatory or adverse information is present on the contractor's eQIP; in such cases, the contractor employee may not perform on the contract.

All contractor personnel shall maintain security clearance eligibility commensurate with the level of classification of the work performed, as annotated in the contract DD Form 254 (provided at award), DoD Contract Security Classification Specification. The contractor is responsible for ensuring that all personnel receive the requisite investigation and are favorably adjudicated in accordance with DoD 5220.22-M. Contractor employees who fail to meet security clearance requirements may not access classified information or perform sensitive duties. In such cases, the contractor employee may not perform on the contract.

All Key Personnel are required to have TS clearances. All other personnel will be required to have the level of clearance necessary to work on assigned projects. At a minimum, all employees will need to have Secret clearances and be eligible to obtain TS clearances. Interim clearances will be allowed so long as the total number of interim clearances does not exceed 20 percent of total required clearances, and all personnel have clearance levels required for current work requirements.

H.4.2 CONTRACTOR FACILITY

The contractor shall provide its own support facility needed to perform the work not required at the Government location. The location required within 45 ground transportation miles of Webster Field shall be cleared at the TS level with Secret safeguarding required. This facility shall be established no later than 30 days after TOA. The Government does not intend to assume responsibility to retain facilities, have liability for, or take control of the title after the contract is completed.

H.4.3 PUBLIC KEY INFRASTRUCTURE (PKI), SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)/COMMON ACCESS CARD (CAC)

SAAR-N: All contractor personnel requiring access to Government IT systems shall have an approved System Authorization Access Request (SAAR-N) Form Operational Navy (OPNAV) 5239/14 (Rev Sep 2011) on file, and complete required Annual Information Awareness Training. New employees requiring access must submit their SAAR forms within 30 days of their first day of work. Instructions for processing the SAAR-N forms are available at: http://www.cnrc.navy.mil/publications/Forms/OPNAV_5239_14_SAAR_N.pdf. SAAR-N forms shall be submitted to the FEDSIM COR, SCMS TPOC, or to the assigned Government Trusted Associate Sponsorship System (TASS) Trusted Agent (TA) as designated after TOA.

Common Access Card (CAC) /Local Badges: Contractor CACs and facility-specific identification badges will be issued by the Government to on-site contractor personnel and shall be visible at all times while personnel are at the Government site. The contractor shall furnish all requested information required to facilitate issuance of identification. All CACs and identification badges issued to contractor employees shall be returned to the TA following completion of the contract, relocation or termination of an employee, or upon request from the FEDSIM COR, SCMS TPOC, or TA as designated after TOA.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.4.4 CONTRACTOR-OWNED EQUIPMENT

Contractor-owned equipment will be permitted connection to NAVAIR/DoD networks in order to carry out the performance of this contract only after subjected to SCMS review and approval processes. All contractor-owned desktop computers provided for Government facility access will be submitted for re-imaging and validation scanning prior to allowing connection to the SCMS internal LAN. Upon TOA, the contractor shall present required Government site desktop computers that meet all hardware, software, and standard architecture as set forth in the RDT&E SOP (**Section J, Attachment DD**). Portables shall not be connected to the RDT&E LAN and shall be standalone only. Desktop computers shall have sufficient memory, hard disk space, a network interface card, CAC Readers, and the capability of running a full range of standard software including current versions of Microsoft Windows Operating System and Microsoft Office Professional. All contractor-owned hardware or software shall meet DoD 8500.2 IA Controls. Technical support from the manufacturer of contractor-owned hardware and software must be available. Approval is required by the FEDSIM COR and SCMS Network Information Site Security Officer prior to connection. All connected desktops will be subject to continuous monitoring.

H.4.5 INFORMATION ASSURANCE

The contractor may have access to sensitive (to include privileged and confidential) data, information, and materials of the U.S. Government. These printed and electronic documents are for internal use only and remain the sole property of the U.S. Government. Some of these materials are protected by the Privacy Act of 1974 (AMENDED) and Title 38. Unauthorized disclosure of Privacy Act or Title 38 covered materials is a criminal offense.

The contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of classified information and Controlled Unclassified Information (CUI) and to control distribution of CUI in accordance with DoD 5220.22-M (NISPOM), and SECNAV M-5510.36 when work is performed at the contractor's facility. The contractor shall maintain 8570 series staff training and certifications for privileged access to systems.

H.6 LOGISTICAL SUPPORT

A detailed description of the contractor logistics support provided by the Government is included in the Logistics Annex in **Section J, Attachment II**.

H.7 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

H.7.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

- a. If a contractor has performed, is currently performing work, or anticipates performing work that creates or represents an actual or potential OCI, the contractor shall immediately disclose this actual or potential OCI to the FEDSIM CO in accordance with FAR Subpart 9.5. The nature of the OCI may involve the prime contractor, subcontractors of any tier, or teaming partners.
- b. The contractor is required to complete and sign an OCI Statement (see **Section J, Attachment I**). The contractor must represent either that (1) It is not aware of any facts

SECTION H – SPECIAL CONTRACT REQUIREMENTS

which create any actual or potential OCI relating to the award of this contract, or (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential OCI and has included a mitigation plan in accordance with paragraph (c) below.

- c. If the contractor with an actual or potential OCI believes the conflict can be avoided, neutralized, or mitigated, the contractor shall submit a mitigation plan to the Government for review.
- d. In addition to the mitigation plan, the FEDSIM CO may require further information from the contractor. The FEDSIM CO will use all information submitted by the contractor, and any other relevant information known to GSA, to determine whether an award to the contractor may take place, and whether the mitigation plan adequately avoids, neutralizes, or mitigates the OCI.
- e. If any such conflict of interest is found to exist, the FEDSIM CO may determine that the conflict cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government and the contractor may be found ineligible for award. Alternatively, the FEDSIM CO may determine that it is otherwise in the best interest of the United States to contract with the contractor and include the appropriate provisions to avoid neutralize, mitigate, or waive such conflict in the contract awarded.

H.7.2 NON-DISCLOSURE REQUIREMENTS

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form and Addendum (**Section J, Attachments J and K**) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to Corporate Non-Disclosure Agreement (NDA) Form and Addendum (**Section J, Attachment K**) prior to the commencement of any work on the TO.
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.
- c. Are instructed in FAR Part 9 for third-party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained from the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

H.8 SECTION 508 COMPLIANCE REQUIREMENTS

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 U.S.C. 794d, and the Architectural and Transportation

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided, and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

H.9 COST ACCOUNTING SYSTEM

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

H.10 APPROVED PURCHASING SYSTEMS

The objective of a contractor purchasing system assessment is to confirm it is a Government-approved purchasing system and evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting. A Government audited and approved purchasing system (e.g. approved by DCAA or Defense Contract Management Agency (DCMA)) is mandatory.

When reviews are conducted of the purchasing system during the performance of the TO, the contractor shall provide the results of the review to the FEDSIM CO within ten workdays from the date the results are known to the contractor.

H.11 EARNED VALUE MANAGEMENT (EVM)

The contractor shall employ EVM, when requested, in the management of this TO in accordance with the American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard-748-A-1998, Earned Value Management Systems. A copy of the standard is available at <http://global.ihs.com/>. The Government expects the contractor to employ innovation in its proposed application of EVM techniques to this TO in accordance with best industry practices. The following EVM status information shall be included in each MSR:

- a. Planned Value (PV)
- b. Earned Value (EV)
- c. Actual Cost (AC)
- d. A cost curve graph plotting PV, EV, and AC on a monthly basis, from inception of the TO through the last report, and plotting the AC curve to the estimated cost at completion (EAC) value.
- e. An EVM variance analysis that includes the following:
 1. Cost Variance = (EV - AC)
 2. Cost Variance % = (CV/PV X 100%)

SECTION H – SPECIAL CONTRACT REQUIREMENTS

3. Cost Performance Index (CPI) = (EV/AC)
 4. Schedule Variance = (EV minus PV)
 5. Schedule Variance % = (SV/PV X 100%)
 6. Schedule Performance Index (SPI) = (EV/PV)
 7. Estimate at Completion (EAC)
 8. AC cum + 1/CPI X (BAC minus EV cum)
 9. AC cum + 1/CPI X SPI X (BAC minus EV cum)
 10. Variance at Completion (VAC) = (BAC minus EAC) for EAC
 11. Variance at Completion % = (VAC/BAC X 100%) for EAC
 12. Estimate to Completion (ETC)
 13. Expected Completion Date
- f. Explain all variances greater than ten percent.
 - g. Explain, based on work accomplished as of the date of the report, whether the performance goals will be achieved.
 - h. Discuss the corrective actions that will be taken to correct the variances, the risk associated with the actions.

The Government will conduct an Integrated Baseline Review within 60 calendar days after TOA, or exercise of significant TO options, or incorporation of major TO modifications. The objective of the Integrated Baseline Review is for the Government and the contractor to jointly assess areas, such as the contractor's planning, to ensure complete coverage of the TOR, logical scheduling of the work activities, adequate resources, and identification of inherent risks.

H.12 TRAVEL

H.12.1 TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.12.2 TRAVEL AUTHORIZATION REQUESTS (TAR)

Before undertaking travel to any Government site or any other site in performance of this TO, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long-distance travel, the contractor shall prepare a TAR (see **Section J, Attachment L**) for Government review and approval. Long-distance travel will be reimbursed for cost of travel comparable with the FTR, JTR and DSSR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

H.12.3 TRAVEL ARRANGEMENTS

The contractor shall register all travelers into the Synchronized Predeployment and Operational Tracker (SPOT) as the single source to track deployed contractor personnel supporting DoD military operations worldwide. The contractor shall utilize the SPOT system to submit requests for a Letter of Authorization (LOA) prior to worldwide travel. When approved and signed by the FEDSIM CO, or FEDSIM COR acting on behalf of the FEDSIM CO, an LOA will be generated by the Government. Contractor staff traveling in support of non-DoD projects will be required to follow applicable sponsor organization travel policies which will be determined prior to travel taking place.

H.13 TOOLS (HARDWARE/SOFTWARE) AND/OR ODCs

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP) (**Section J, Attachment M**). If the prime contractor were to lose an approved purchasing system during the term of the TO, the contractor shall submit to the FEDSIM CO a Consent to Purchase (CTP) (**Section J, Attachment HH**). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the FEDSIM COR or an approved CTP from the FEDSIM CO and without complying with the requirements of **Section H.15.2**. The contractor shall have an approved purchasing system at the time of proposal submission.

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

PAGE H-12

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.14 COMMERCIAL SUPPLIER AGREEMENTS

H.14.1 The Government understands that commercial software tools that may be purchased in furtherance of this TO and as contemplated in the Tools and ODC CLINs in **Section B.4** (included with final TOR) may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as “clickwrap” or “browsewrap” (collectively, “Supplier Agreements”). For purposes of this TO, the Software Supplier Agreements are “collateral agreements” within the meaning of the FAR clause at 52.227-14.

H.14.2 The contractor shall ensure that any proposed Supplier Agreements allow the associated software and services to be used as necessary to achieve the objectives of this TO. The contractor shall provide all applicable Supplier Agreements to the FEDSIM CO prior to purchase and shall cooperate with the Government, including negotiations with the licensor as appropriate, to ensure compliance with this Section. Without limiting the generality of the foregoing, a compliant Supplier Agreement shall permit all of the following at no extra charge to the Government: (a) access and use by support contractors, including a successor contractor upon termination or expiration of this TO; (b) access and use by employees of other Federal, state, and local law enforcement agencies; (c) transfer to a different data center and/or a successor contractor’s cloud; and (d) the creation of derivative works that shall be subject to at least the same rights as set forth in subparagraphs (a) through (c) above. The above rights constitute “other rights and limitations” as contemplated in subparagraph (d) of the FAR clause at 52.227-14, Rights In Data – General (May 2014), Alternate III (Dec 2007).

H.15 NEWS RELEASE

The offeror shall not make any news release pertaining to this procurement without prior Government approval and only in coordination with the FEDSIM CO.

H.16 INTELLECTUAL PROPERTY RIGHTS

The existence of any patent, patent application, or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in DFARS 252.227-7013 and 252.227-7014 apply.

H.17 AWARD FEE

See the Draft AFDP in **Section J, Attachment C**.

H.18 CONTRACTOR IDENTIFICATION

As stated in 48 CFR 211.106, Purchase Descriptions for Service Contracts, contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.19 NATIONAL SECURITY AGENCY REQUIREMENTS

Technologies for SCMS TARCES shall be procured in accordance with Committee on National Security Systems Policies (CNSSP) No. 11, “National Policy Governing the Acquisition of Information Assurance and IA-Enabled Information Technology Products.” In addition, technologies shall be procured which have been validated by Common Criteria Testing Labs, in accordance with the National Information Assurance Partnership (NIAP) Protection Profiles (PPs). Where PPs exist but the desired product has not been validated against it, SCMS TARCES shall direct the desired vendor to have its product validated against the appropriate, corresponding PPs. For National Security Systems (NSS) where classified data is being protected at rest or in transit by commercial products, technologies from the Commercial Solutions for Classified (CSfC) Components List shall be used, in accordance with NSA’s published CSfC Capability Packages. Capability Packages and the CSfC Components List can be found by visiting the following webpage:

<https://www.nsa.gov/resources/everyone/csfc/NIAP-validated> products can be found at the NIAP website on the page:

<https://www.niap-ccevs.org/Product>

H.20 STATUS OF FORCES AGREEMENTS (SOFA)

In consultation with the servicing legal advisor, the SCMS TPOC or FEDSIM COR will inform the contractor of the existence of all relevant SOFAs and other similar documents and provide copies upon request. The contractor shall be responsible for obtaining all necessary legal advice concerning the content, meaning, application, etc. of any applicable SOFAs and similar agreements. The contractor shall adhere to all relevant provisions of the applicable SOFAs and other similar related agreements.

Invited Contractor (IC) and Technical Representative (TR) status shall be governed by the various SOFA implemented by U.S. Forces in required theater (e.g., Germany). The contractor shall coordinate with the Government to satisfy all requirements by the governing regulations for the specified theater. The contractor shall do the initial research into the requirements and inform the Government as to what the requirements are to travel into theater. It is agreed that the withdrawal of IC or TR status, or the withdrawal of or failure to provide any of the privileges associated therewith by the U.S., shall not constitute grounds for excusable delay by the contractor in the performance of the TO and will not justify or excuse the contractor defaulting in the performance of this TO. Furthermore, withdrawal of SOFA status for any reason shall not serve as a basis for the contractor filing any claims against the U.S.

H.20.1 GERMANY SOFA STATUS PROVISIONS

The contractor shall be required to comply with Army in Europe Regulation 715-9 “Contractor Personnel in Germany – Technical Expert, Troop Care, and Analytical Support Personnel,” USAR Regulation 600-700, “Identification Cards and Individual Logistics Support,” and guidance provided on DoD Contractor Personnel Office (DOCPER) and United States European Command (USEUCOM) Civilian Personnel Directorate websites for SOFA and Technical Expert Status Accreditation (TESA) status.

The DOCPER implements the Agreements of March 27, 1998, and the Agreements of June 29, 2001, signed by the U.S. Embassy and German Foreign Ministry, establishing bilateral

Task Order 47QFCA18F0026

Modification PS15

PAGE H-14

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

implementation of Articles 72 and 73 of the Supplementary Agreement (SA) to the NATO SOFA. These two Articles govern the use in Germany of DoD contractor personnel as Technical Experts (TE). Contracts that propose to employ TE personnel in Germany, and the applications of individuals seeking TE status under those contracts, are submitted through DOCPER.

SECTION I – CONTRACT CLAUSES

I.1 TASK ORDER CLAUSES

All applicable and required provisions/clauses set forth in FAR 52.301 automatically flow down to all Alliant TOs, based on their specific contract type (e.g., cost, fixed-price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the TO solicitation is issued.

I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the FEDSIM CO will make their full text available. Also, the full text of a provision may be accessed electronically at the FAR website:

<http://www.acquisition.gov/far/>

FAR	TITLE	DATE
52.203-14	Display of Hotline Poster(s)	Oct 2015
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	Jan 2017
52.204-13	System for Award Management Maintenance	Jul 2016
52.204-18	Commercial and Government Entity Code Maintenance	Jul 2016
52.204-19	Incorporation by Reference of Representations and Certifications	Dec 2004
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	Jun2016
52.210-1	Market Research	Apr 2011
52.215-19	Notification of Ownership Changes	Oct 1997
52.222-2	Payment for Overtime Premiums: (a) Time and one half for non-salaried employees	Jul 1990
52.222-17	Non-displacement of Qualified Workers	May 2014
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	Dec 2010
52.232-39	Unenforceability of Unauthorized Obligations	Jun 2013
52.233-3	Protest After Award-Alternate I	Jun 1985
52.232-40	Providing Accelerated payment to Small Business Subcontractors	Dec 2013
52.237-10	Identification of Uncompensated Overtime	Mar 2015
52.242-15	Stop Work Order- Alternate I	Aug 1989
52.246-5	Inspection of Services- Cost Reimbursement	Apr 1984
52.249-14	Excusable Delays	Apr 1984

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

Page I-1

SECTION I – CONTRACT CLAUSES

I.2.1 FAR CLAUSES INCORPORATED BY FULL TEXT

FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not six months. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days** of the end of the period of performance.

(End of clause)

FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- a. The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60 days** before the contract expires. The preliminary notice does not commit the Government to an extension.
- b. If the Government exercises this option, the extended contract shall be considered to include this option clause.
- c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years and six months.

(End of clause)

I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at the GSAM website:

<https://www.acquisition.gov/gsam/gsam.html/>

GSAM	TITLE	DATE
552.204-9	Personal Identity Verification requirements	Oct 2012
552.215-70	Examination Of Records By GSA	Jul 2016
552.215-73	Notice	Jul 2016
552.232.25	Prompt Payment	Nov 2009
552.239-71	Security Requirements for Unclassified Information Technology Resources	Jan 2012

I.4 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS) CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at Defense Procurement and Acquisition Policy website:

Task Order 47QFCA18F0026

Modification PS15

FEDSIM is a Client Support Center housed within GSA, FAS, AAS.

SECTION I CONTRACT CLAUSES

<http://www.acq.osd.mil/dpap/sitemap.html>

DFARS	TITLE	DATE
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	Sep 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	Sep 2013
252.204-7003	Control of Government Personnel Work Product	Apr 1992
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	Oct 2016
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	May 2016
252.211-7003	Item Unique Identification and Valuation	Dec 2013
252.225-7048	Export-Controlled Items	Jun 2013
252.227-7013	Rights in Technical Data – Noncommercial Items	Feb 2014
252.227-7016	Rights in Bid or Proposal Information	Jan 2011
252.227-7019	Validation of Asserted Restrictions - Computer Software	Sep 2011
252.227-7030	Technical Data Withholding of Payment	Mar 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	Sep 2016
252.232-7010	Levies on Contract Payments	Dec 2006
252.239-7010	Cloud Computing Services	Aug 2015
252.242-7005	Contractor Business Systems	Feb 2012
252.242-7006	Accounting System Administration	Feb 2012
252.244-7000	Subcontracts for Commercial Items	Jun 2013
252.244-7001	Contractor Purchasing System Administration	May 2014
252.246-7001	Warranty of Data	Mar 2014

I.5 DEPARTMENT OF HOMELAND SECURITY (DHS) ACQUISITION REGULATION SUPPLEMENTS (HSAR) CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at HSAR website:

www.dhs.gov/publication/homeland-security-acquisition-regulation-deviations/

HSAR	TITLE	DATE
HSAR Class Deviation 15-01	Safeguarding of Sensitive Information	Mar 2015

J.1 LIST OF ATTACHMENTS

The following attachments are attached, either in full text or electronically at the end of the TOR.

Attachment	Title
A	COR Appointment Letter
B	Incremental Funding Chart (electronically attached .xls) (Attached at TOA) (PS15)
C	Draft Award Fee Determination Plan (AFDP)
D	Problem Notification Report
E	Monthly Status Report Template
F	Trip Report Template
G	Deliverable Acceptance-Rejection Report
H	DD254 (Provided at Award)
I	Reserved
J	Corporate Non-Disclosure Agreement
K	Addendum to Corporate Non-Disclosure Agreement
L	Travel Authorization Request Template (electronically attached .xls)
M	Request to Initiate Purchase Template (electronically attached .xls)
N	Reserved
O	Reserved
P	Reserved
Q	Reserved
R	Reserved
S	Performance Metrics Template and Sample
T	Reserved
U	SCMS Internal HW/SW Listings
V	Reserved
W	TARCES Qualifying Event Form
X	Reserved
Y	Financial Progress Report Instructions
Z	Financial Progress Report Transfer
AA	Financial Progress Report Format
BB	Reserved
CC	TARCES Negotiated Elements of Cost
DD	RDT&E SOP
EE	Reserved
FF	Reserved
GG	Acronym List
HH	Reserved
II	Logistics Annex